# DOCUMENT RESUME

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ABSTRACT

Designed as an aid to occupational guidance, this document contains 360 alphabetically arranged job descriptions. It is an update of the three-volume "New Hampshire Jobs" series published in 1973. Each job description sheet includes job title, "Dictionary of Occupational Titles" (DOT) number, brief description, skills required, appropriate interests, specific duties, job characteristics, conditions for advancement, related occupations, preparation and training, earnings, and where to get more information. The document also contains an alphabetical listing of the contents, an evaluation questionnaire, and 10 pages of mailing addresses of sources to contact for information on various occupations. (LMS)

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ED141594

# New Hampshire VIEW
# (Vital Information for Education & Work)
1976 Revised Edition

Occupational Education Resource Center
University of New Hampshire
Durham, New Hampshire 03824

November 30, 1976

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* ALPHABETICAL LISTING OF THE JOB TITLES IS PRINTED ON THE BACK OF THE MICHROFICHE JACKET.

## NEW HAMPSHIRE VIEW

## ALPHABETICAL LISTING OF CONTENTS

Accountant, Junior Public
Administrative Assistant
Administrator, Contract & Order
Aide, Occupational Therapy
Air Conditioning & Refrigeration Mechanic
Airline Dispatcher
Airplane or Bus Attendant
Animal Care Technician
Announcer, Radio
Appliance Repairer
Appointment Operator
Assembler, Bench
Assembler, Electrical
Assembler, Electrical Control
Assembler, Electronic Accessories
Assembler, Electronics
Assembler, Furniture
Assembler, Potentiometer
Assembler, Printed Circuit
Assembler, Pull Over Machine
Automobile Brake Repairer
Automobile Painter
Automobile Service Mechanic
Automobile Service Station Attendant
Automotive Mechanic
Automotive Tune-up Mechanic
Auto Parts Counterperson
Baker, Assistant
Bank Teller
Barber
Bartender
Bellhop
Blending Machine Operator
Bicycle Repairer
Blueprinting Machine Operator
Boarding Machine Operator
Bookbinder
Bookkeeper
Bookkeeper I
Boothco Trimmer
Braiding Machine Operator
Brake Operator, Power
Bricklayer
Bricklayer Helper
Broadcast Helper
Building Custodian
Building Inspector
Buffer
Bulk Milk Collector
Bus Driver
Business Machine Servicer
Butcher
Cabinet Maker
Cable Splicer
Cafeteria Worker
Calculating Machine Operator
Calender Machine Operator
Camp Counselor
Campground Caretaker
Card Tender
Caretaker, House
Carpet Layer
Carpenter
Carpenter, Plant
Cartoonist
Case Finisher
Cashier
Caster, Metal
Caterer Helper
Cemetery Worker
Child Care Attendant
Child-Day Care Center Worker
Chucking Machine Set-up Operator
Cleaner, Housekeeping
Clerk, Accountant
Clerk, Accounts Payable
Clerk, Admitting
Clerk, Coding
Clerk, Collections
Clerk, Correspondence
Clerk, General Office
Clerk, Drafting
Clerk, Grocery
Clerk, Hotel
Clerk, Medical Records
Clerk, Parts

Clerk, Payroll
Clerk, Policy Change (Insurance)
Clerk, Posting
Clerk, Post Office
Clerk, Sales
Clerk, Shipping and Receiving
Clerk, Stock
Clerk-Typist
Clerk, Ward
Clicking Machine Operator
Coast Guard
Collector
Collector, Telephone Company
Commercial Artist
Compositor (Typesetter)
Construction Worker
Construction Worker & Hod Carrier
Contract Technician
Cook, Any Industry
Cook, Restaurant
Cook, Short Order
Copy Writer
Core Cutter and Reamer
Core Maker
Correction Officer (Guard)
Cosmetologist
Creeler
Customer Relations Manager
Deckhand, Merchant
Delineator
Dental Assistant
Dental Hygienist
Dictaphone Operator
Die Cutter
Dietary Aide
Dining Room Porter
Dishwasher
Domestic Service
Drafter
Driller
Drill Press Operator, Tape Control
Driver, Milk Route
Dry Wall Applicator
Duplicating Machine Operator
Dyer Helper
Economist, Home
Electrical Engineer
Electrician, Maintenance
Electric Monorail Crane Operator
Electrocardiograph Technician
Electronics Technician
Electroplater
Engineering Equipment Mechanic
Enlisted Man/Woman
Expediter
Fancy Stitcher
Farm Hand
Farmer, Dairy
Farmer, Poultry
Firefighter
Fitter I
Floor Layer
Floral Designer
Folder Machine Feeder
Forestry Aide
Frothing Machine Operator
Funeral Director
Furniture Finisher
Furniture Mover
Furniture Salesperson
Garment Inspector
Grinder Chipper I
Grinder Operator
Grinder, External Tool
Grinder Set-up Operator, Thread
Grocer
Groundskeeper
Grubber
Guage Inspector
Guard
Hand Sander
Harvest Hand, Fruit
Head Sawyer
Heavy Equipment Operator
Highway Maintenance Person
Housekeeper
Industrial Truck Driver
Injection Molder, Plastic
Inspector, Plastic
Inspector, Floor
Inspector, General
Inspector, Metal Fabrication
Instrument Maker Helper
Insurance Agent
Interior Designer & Decorator
Journalist
Key Punch Operator
Kitchen Helper

Knitting Machine Operator
Laboratory Assistant
Laborer, Asphalt
Laborer, Boot and Shoe
Laborer, Chemical Processing
Laborer, Concrete Plant
Laborer, General (Plastics)
Laborer, Landscape
Laborer, Road
Laborer, Stores
Laminating Machine Operator
Laminator, Hand
Landscape Gardener
Lathe Operator
Laundry Operator
Laundry Worker
Library Assistant
Line Maintainer
Linotype Operator
Locksmith
Log Chipper
Logger
Loom Fixer
Lubrication Servicer
Lumber Chain Offbeater
Lumber Straightener
Machinist Apprentice
Machinist, Wood
Mail Carrier
Mail Clerk
Manager, Body Shop
Manager Trainee
Manicurist
Material Handler
Meat Cutter
Mechanic, Diesel
Mechanic, Farm Equipment
Mechanic, Maintenance
Mechanic, Radio Helper
Mechanic, Small Engines
Mental Retardation Aide
Metal Fabricator
Meter Reader
Mobile Home Repairer
Model
Molder
Motel Manager
Multilith Operator
Musician, Dance
Newspaper Reporter
Nurse, Licensed Practical
Nurse, Registered (Industrial)
Nurse's Aide
Oil Burner Installation & Servicer
Orderly, Hospital
Packager, Hand
Painter
Painter, Spray
Paper Hanger
Paper Industry
Paper Reel Operator
Park Ranger & Assistant
Pattern Maker
Pattern Maker, Metal Bench
Pattern Maker, Plastics
Peace Corps Volunteers
Perforator Typist
Pharmacy Helper
Photo Finisher
Physical Therapy Attendant
Plasterer, Construction
Plate Finisher, Printing
Plumber/Pipefitter Helper
Police Officer
Porter
Power House Repairer
Power Shear Operator
Presser, Machine
Printing Press Operator
Printing Shop Supervisor
Production Mechanic
Production Mechanic
Production Planner
Proofreader
Psychiatric Aide
Punch Press Operator
Radio & TV Service and Sales
Radiologic Technologist
Railroad Maintenance Worker
Receptionist
Real Estate Sales Associate
Recreation Facility Attendant
Repairer, Auto Body Helper
Riprap Supervisor
Roll Reclaimer
Roofer Helper
Room Cleaner
Rotary Cutter Helper

Rubber Coverer
Sales Associate, Automobile
Sales Associate, Retail
Sales Associate, Wholesale
Salesperson, General
Salesperson, Retail
Sand Cutter Operator (Foundry)
Sanitary Engineer
School Lunchroom Worker
Secretary
Secretary, Legal
Secretary, Medical
Security Officer
Service Manager
Service Station Attendant
Service Station Manager
Setter, Machine Operator
Sewing Machine Operator (785.381)
Sewing Machine Operator (787.782)
Sewing Machine Operator, Garment
Shear Setter
Sheet Metal Worker
Shell Mold Bonding Machine Operator
Shoe Repair Helper
Sign Erector
Sign Painter
Ski Instructor
Ski Lift Operator
Ski Patroler
Snag Grinder
Sole Layer, Hand Cementer
Sorter
Sound Technician
Spinner, Frame
Spiral Tube Winder Helper
State Police Officer
Stationary Engineer Apprentice
Stationary Firer
Stenographer
Stitcher, Standard Machine
Stripper (Printing, Films)
Supervisor, Press Room
Surveyor, Assistant
Solderer
Tapper Operator
Taxi Driver
Teacher, Kindergarden
Telephone Equipment Installer
Telephone Operator
Telephone Cable Line Maintainer
Tester, Electronic Components
Time Keeper
Tire Recapper
Toll Collector
Toolmaker
Toy Assembler, Plastics
Tractor Trailer Truck Driver
Traffic Agent
Trash and Garbage Collector
Tree Surgeon Helper
Truck Driver, Heavy
Truck Driver, Light
Turner
Twister Tender
Tube Machine Operator Helper
Undercoater
Upholsterer Helper
Vari-Typist
Veterinary Helper
Waiter and Waitress
Welder Apprentice
Welters, Wax Pot Tenders
Whisker Kinker
Wig Maker
Wrapper
Wrecker
Wood Hacker
Woods Boss
Woodworker, Machine
Woodworking Shop Hand

## ACKNOWLEDGEMENTS

We would like to sincerely thank the New Hampshire Personnel and Guidance Association whose work during 1970-1973 made the original 320 jobs of the New Hampshire VIEW a reality.

A special thank you must go to the following 1976 Advisory Review Committee who reviewed the original 320 New Hampshire jobs plus the fifty new jobs that have been included in this printing.

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Bristol, N.H. 03222

# PREFACE

The primary intention of the VIEW program is to enlarge the career horizons of students. VIEW illustrates the continuing local need for persons to fill jobs which do not, in most cases, require college training.

VIEW may also encourage students to complete their high school education. The goal of encouraging high school completion is approached in both a positive and negative manner. Suggested high school courses for career preparation provide a positive illustration of the utility of high school study. The comparative scarcity of occupations not requiring a high school diploma for entry as well as the menial nature of most such jobs provide a negative example to increase the students' awareness of the desirability of the high school education.

In addition to increasing student interest in the general area of high school education, VIEW should boost enrollment in high school vocational education courses among those students who cannot, or will not, attend college.

8/76

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HAMILTON SMITH HALL ROOM 8
UNIVERSITY OF NEW HAMPSHIRE
DURHAM, N.H. 03824
PHONE (603) 862-1392

## N.H. VIEW PROGRAM
## EVALUATION QUESTIONNAIRE

1. This VIEW program will be used by the guidance staff of my school.

most of the time ... very little
5 4 3 2 1

2. This VIEW material will be used by the students of my school.

most of the time ... very little
5 4 3 2 1

3. The aspect I like most about the program is

________________________________________

________________________________________

4. If I could change one thing in the program, it would be

________________________________________

________________________________________

5. Other Comments:

________________________________________

________________________________________

________________________________________

________________________

Signed (optional)

After completion of this form, please mail it to the address above.

Thank you.

8/76

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Concord, N.H. 03301
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8/76

# OTHER SOURCES OF INFORMATION

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Park Ridge, Illinois 60068

ACTION
Washington, D. C. 20525

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Washington, D. C. 20036

Amalgamated Meat Cutters and Butcher Workmen
of North America
2800 North Sheridan Road
Chicago, Illinois 60657

Amalgamated Transit Union, AFL-CIO
5025 Wisconsin Avenue, N.W.
Washington, D. C. 20005

American Academy of Family Physicians
1740 West 92nd Street
Kansas City, Missouri 64114

American Academy of Pediatrics
P. O. Box 1034
Evanston, Illinois 60204

American Association for Health, Physical
Education, and Recreation
1201 Sixteenth Street, N.W.
Washington, D. C. 20036

American Association of Colleges of Pharmacy
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Silver Spring, Maryland 20910

American Association of Dental Schools
1625 Massachusetts Avenue, N.W.
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332 South Michigan Avenue
Chicago, Illinois 60604

American Association of Medical Assistants
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American Chemical Society
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Washington, D. C. 20036

American Congress on Surveying and Mapping
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Washington, D. C. 20005

American Council on Education for Journalism
School of Journalism
University of Missouri
Columbia, Missouri 65202

American Dental Association
Council on Dental Education
211 East Chicago Avenue
Chicago, Illinois 60611

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Chicago, Illinois 60611

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Montvale, New Jersey 07645

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New York, New York 10023

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East Lansing, Michigan 48823

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Washington, D. C. 20016

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Joliet, Illinois 60434

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Glendale, California 91203

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Chicago, Illinois 60611

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New York, New York 10020

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Park Ridge, Illinois 60068

American Meteorological Society
45 Beacon Street
Boston, Massachusetts 02108

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Washington, D. C. 20006

American Occupational Therapy Association
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Suite 200
Rockville, Maryland 20852

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St. Louis, Missouri 63119

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Bethesda, Maryland 20014

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Washington, D. C. 20009

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Washington, D. C. 20036

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Washington, D. C. 20036

American Veterinary Medical Association
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ANA-NLN Committee on Nursing Careers
American Nurses' Association
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Washington, D. C. 20006

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Detroit, Michigan 48202

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168 North Michigan Avenue
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International Union of America
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Washington, D. C. 20036

Board of Schools
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Chicago, Illinois 60612

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Bureau of Apprenticeship and Training
Room 313, Federal Building
334 Meeting Street
Charleston, South Carolina 29403

SOURCE ADDRESS

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901 Sumter Street
Columbia, South Carolina 29201

Bureau of Employment Security
United States Department of Labor
Washington, D. C. 20212

Child Welfare League of America
44 East 23rd Street
New York, New York 10010

College of Allied Health Sciences
Medical University of South Carolina
80 Barre Street
Charleston, South Carolina 29401

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Headquarters, U. S. Marine Corps (Code DPO)
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Communication Workers of America
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Washington, D. C. 20006

Council on Hotel, Restaurant, and
Institutional Education
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Council on Medical Education of the
American Medical Association
535 North Dearborn Street
Chicago, Illinois 60610

Culinary Institute of America, Inc.
393 Prospect Street, N.W.
New Haven, Connecticut 06511

Data Processing Management Association
505 Busse Highway
Park Ridge, Illinois 60068

Democratic Party of South Carolina Headquarters
2825 Millwood Avenue
Columbia, South Carolina 29205

SOURCE ADDRESS

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Welfare
National Institute of Mental Health
5600 Fishers Lane
Rockville, Maryland 20852

Department of Medicine and Surgery
Veterans Administration
Washington, D. C. 20421

Department of Speech Pathology
College of Education
University of South Carolina
Columbia, South Carolina 29208

Department of Transportation
U. S. Coast Guard
Washington, D. C. 20590

Dietetic Technology Department
Greenville Technical Education Center
P.O. Box 5616, Station B
Greenville, South Carolina 29606

Director of Admissions and Records
South Carolina State College
Orangeburg, South Carolina 29115

Director of Surgical Technicians Program
South Carolina Baptist Hospital
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Columbia, South Carolina 29201

Division of Careers and Recruitment
American Hospital Association
840 North Lakeshore Drive
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Division of Health Careers
American Hospital Association
840 North Lakeshore Drive
Chicago, Illinois 60611

Division of Library and Educational Facilities
Bureau of Libraries and Educational
Technology
Office of Education
U.S. Dept. of Health, Education, and Welfare
Washington, D. C. 20202

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Division of Vocational and Technical Education
Bureau of Educational Assistance Programs
U. S. Office of Education
Washington, D. C. 20202

Education and Training Department
American Society of Travel Agents
360 Lexington Avenue
New York, New York 10017

Electronics Industries Association
2001 I Street, N.W.
Washington, D. C. 20006

Engineers' Council for Professional Development
345 East 47th Street
New York, New York 10017

Farm and Industrial Equipment Institute
410 North Michigan Avenue
Chicago, Illinois 60611

Fish and Wildlife Service
U. S. Department of the Interior
Washington, D. C. 20240

Graphic Arts
1900 L Street, N.W.
Washington, D. C. 20036

Hotel and Restaurant Employees
International Union
120 East 4th Street
Cincinnati, Ohio 45202

Information Retrieval Branch
Federal Aviation Administration Library
HQ-630
Federal Aviation Administration
Washington, D. C. 20553

Institute of Industrial Launderers
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Washington, D. C. 20036

SOURCE ADDRESS

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New York, New York 10038

International Association of Chiefs of Police
11 Firstfield Road
Gaithersburg, Maryland 20760

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Washington, D. C. 20006

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and Aerospace Workers
1300 Connecticut Avenue, N.W.
Washington, D. C. 20036

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Ames, Indiana 50010

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Washington, D. C. 20005

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of America (Ind.)
25 Louisiana Avenue, N.W.
Washington, D. C. 20001

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1710 Broadway
New York, New York 10019

International Personnel Management Association
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International Taxicab Association
222 Wisconsin Avenue
Lake Forest, Illinois 60045

International Union of Operating Engineers
1125 Seventeenth Street, N.W.
Washington, D. C. 20036

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International Union, United Automobile,
Aerospace and Agricultural Implement
Workers of America
8000 East Jefferson Avenue
Detroit, Michigan 48214

Laborers' International Union of
North America
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Washington, D. C. 20006

Laundry and Cleaners Allied Trade Association
543 Valley Road
Upper Montclair, New Jersey 07043

Life Insurance Agency Management Association
170 Sigourney Street
Hartford, Connecticut 06101

Manufacturing Chemists' Association, Inc.
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Washington, D. C. 20009

Model's Mart, Ltd.
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New York, New York 10017

Music Educators National Conference
8150 Leesburg Pike
Vienna, Virginia 22180

National Aeronautics and Space Administration
Attn: Counseling and Career Guidance Offices
Educational Programs Division
Washington, D. C. 20546

National Alliance of Television Associations
5908 South Troy Street
Chicago, Illinois 60629

National Art Education Association
National Education Association
1201 Sixteenth Street, N.W.
Washington, D. C. 20036

National Association for Practical Nurse
Education and Service, Inc.
122 East 42nd Street
New York, New York 10017

SOURCE ADDRESS

National Association of Bank Women, Inc.
National Office
111 East Wacker Drive
Chicago, Illinois 60601

National Association of Broadcasters
1771 N Street, N. W.
Washington, D. C. 20036

National Association of Home Builders
Manpower Development and Training Department
1025 Connecticut Avenue, N.W.
Suite 810
Washington, D. C. 20036

National Association of Insurance Agents, Inc.
96 Fulton Street
New York, New York 10038

National Association of Plumbing-Heating-
Cooling Contractors
1016 Twentieth Street, N.W.
Washington, D. C. 20036

National Association of Retail Grocers of
the United States, Inc.
Suite 620
200 Spring Road
Oak Brook, Illinois 60521

National Association of Social Workers, Inc.
Southern Building
6 Fifteenth and Eighth Streets
Washington, D. C. 20005

National Association of Wholesalers
1725 K Street, N. W.
Washington, D. C. 20006

National Automobile Dealers Association
2000 K Street, N.W.
Washington, D. C. 20006

National Business Education Association
1201 Sixteenth Street, N.W.
Washington, D. C. 20036

National Collegiate Athletic Association
P. O. Box 1906
Shawnee Mission, Kansas 66222

SOURCE ADDRESS

National Council of Technical Schools
Room 907
1835 K Street, N.W.
Washington, D. C. 20006

National Education Association of the
United States
1201 Sixteenth Street, N.W.
Washington, D. C. 20036

National Environmental Health Association
Office of the Executive Director
1600 Pennsylvania
Denver, Colorado 80203

National Farm and Power Equipment Dealers
Association
2340 Hampton Avenue
St. Louis, Missouri 63139

National Federation of Licensed Practical
Nurses, Inc.
250 West 57th Street
New York, New York 10019

National Fire Protection Association
60 Batterymarch Street
Boston, Massachusetts 02110

National Foundation of Funeral Services
1600-1628 Central Street
Evanston, Illinois 60201

National Freelance Photographers Association
4 East State Street
Doylestown, Pennsylvania 18901

National Guard of South Carolina
Office of the State Adjutant General
Attn: R & R Officer
1225 Bluff Road
Columbia, South Carolina 29201

National Hairdressers and Cosmetologists
Association
3510 Olive Street
St. Louis, Missouri 63103

National Hot Rod Association
10639 Riverside Drive
North Hollywood, California 91602

SOURCE ADDRESS

National Institute for the Food Service
Industry
120 South Riverside Plaza
Chicago, Illinois 60606

National Joint Apprenticeship and Training
Committee for the Electrical Industry
1730 Rhode Island Avenue, N.W.
Washington, D. C. 20036

National Joint Painting & Decorating &
Drywall Apprenticeship & Training Committee
1750 New York Avenue, N.W.
Suite 502
Washington, D. C. 20006

National Landscape Nurserymen's Association
230 Southern Building
Washington, D. C. 20005

National League for Nursing, Inc.
Committee on Careers
10 Columbus Circle
New York, New York 10019

National Oil Fuel Institute
Education Department
60 East 42nd Street
New York, New York 10017

National Parks Association
1701 Eighteenth Street, N.W.
Washington, D. C. 20009

National Pest Control Association
250 West Jersey Street
Elizabeth, New Jersey 07202

National Recreation and Park Association
1700 North Pennsylvania Avenue, N.W.
Washington, D. C. 20006

National Retail Merchants Association
Committee on Careers in Retailing
100 West 31st Street
New York, New York 10001

National Rifle Association of America
1600 Rhode Island Avenue, N.W.
Washington, D. C. 20036

SOURCE ADDRESS

National Roofing Contractors Association
1515 North Harlem Avenue
Oak Park, Illinois 20036

National Secretaries Association
240 Pershing Road
Suite G-10, Crown Center
Kansas City, Missouri 64108

National Society of Interior Designers
315 East 62nd Street
New York, New York 10021

National Tool, Die, and Precision
Machinery Association
1411 K Street, N.W.
Washington, D. C. 20005

National Wildlife Federation
1412 Sixteenth Street, N.W.
Washington, D. C. 20036

Office of Admissions
Columbia College
Columbia, South Carolina 29203

Operative Plasterers' and Cement Masons'
International Association of the
United States and Canada
1125 Seventeenth Street, N.W.
Washington, D. C. 20036

Outdoor Advertising Association of America
625 Madison Avenue
New York, New York 10022

Painting and Decorative Contractors
Association of America
2625 West Peterson Avenue
Chicago, Illinois, 60605

Pennsylvania Gunsmith School
812 Ohio River Boulevard
Pittsburgh, Pennsylvania 15202

Personnel Officer
Federal Aviation Administration
Federal Building
John F. Kennedy International Airport
Jamaica, Long Island, New York 11430

SOURCE ADDRESS

Public Personnel Association
1313 East 60th Street
Chicago, Illinois 60637

Public Relations Division
American Textile Manufacturing Institute, Inc.
1501 Johnston Building
Charlotte, North Carolina 28202

Refrigeration Service Engineers Society
443 North Waller Avenue
Chicago, Illinois 60644

Republican Party of South Carolina Headquarters
616 Harden Street
Columbia, South Carolina 29208

Sales and Marketing Executives International
Youth Education Division
630 Third Avenue
New York, New York 10017

School for Surgical Technicians
Anderson Memorial Hospital
800 North Fant Street
Anderson, South Carolina 29621

School for Surgical Technicians
Columbia Hospital
2020 Hampton Street
Columbia, South Carolina 29204

Sheet Metal Workers' International Association
1750 New York Avenue
Washington, D. C. 20036

Sigma Delta Chi
35 East Wacker Drive
Chicago, Illinois 60601

Smithsonian Associates
Smithsonian Institution
Washington, D. C. 20560

Society of American Florists and Ornamental
Horticulturists
901 North Washington Street
Alexandria, Virginia 22314

SOURCE ADDRESS

Society of American Foresters
1010 Sixteenth Street, N.W.
Washington, D. C. 20036

Sport Fishing Institute
608 Thirteenth Street
Washington, D. C. 20005

Sports Car Club of America
P. O. Box 22476
Denver, Colorado 80222

Super Market Institute
200 East Ontario Street
Chicago, Illinois 60611

The American Anthropological Association
1703 New Hampshire Avenue, N.W.
Washington, D. C. 20009

The American College of Surgeons
55 East Erie Street
Chicago, Illinois 60611

The American Dietetic Association
620 North Michigan Avenue
Chicago, Illinois 60611

The American Federation of Musicians of the
United States and Canada, AFL-CIO, CLC
641 Lexington Avenue
New York, New York 10022

The American Institute of Architects
1735 New York Avenue, N.W.
Washington, D. C. 20006

The American Music Conference
150 East Huron
Chicago, Illinois 60611

The American Personnel and Guidance
Association
1607 New Hampshire Avenue, N.W.
Washington, D. C. 20009

The American Society for Personnel
Administration
52 East Bridge Street
Berea, Ohio 44017

SOURCE ADDRESS

The American Society of Radiologic
Technologists
645 North Michigan Avenue
Chicago, Illinois 60611

The American Registry of Radiologic
Technologists
2600 Wayzata Boulevard
Minneapolis, Minnesota 55405

The American Welding Society
2501 Seventh Street, N.W.
Miami, Florida 33125

The Council on Opportunities in Selling, Inc.
630 Third Avenue
New York, New York 10017

The Federal Bureau of Investigation
U. S. Department of Justice
Washington, D. C. 20535

The Life Underwriters Training Council
1922 F Street, N.W.
Washington, D. C. 20006

The National Association and Council of
Business Schools
1730 M Street, N.W.
Suite 401
Washington, D. C. 20036

The National Consumer Finance Association
1000 Sixteenth Street, N.W.
Washington, D. C. 20036

The National Writers Club
1365 Logan Street, Suite 100
Denver, Colorado 80203

The Newspaper Fund
P. O. Box 300
Princeton, New Jersey 08540

United Brotherhood of Carpenters and Joiners
Of America
101 Constitution Avenue, N.W.
Washington, D. C. 20001

SOURCE ADDRESS

United Business Education Association
Dept. of the National Education Association
1201 Sixteenth Street, N.W.
Washington, D. C. 20036

United States Auto Club
4910 West 16th Street
Indianapolis, Indiana 46224

United States Independent Telephone Association
438 Pennsylvania Building
Washington, D. C. 20004

U. S. Air Force Recruiting Service
USAF Recruiting Office
1242 Laurel Street
Columbia, South Carolina 29201

U. S. Army Recruiting Main Station
Suite 306 Kittrell Center
2711 Middleburg Drive
Columbia, South Carolina 29204

U. S. Atomic Energy Commission
Washington, D. C. 20545

U. S. Navy Recruiting Command
Department of the Navy
Washington Navy Yard
Washington, D. C. 20374

U. S. Department of Agriculture
Washington, D. C. 20250

U. S. Department of Agriculture
Forest Service
Washington, D. C. 20250

U. S. Department of Commerce
Maritime Administration
Washington, D. C. 20230

U. S. Department of Health, Education, and
Welfare
Office of Education
Washington, D. C. 20202

SOURCE ADDRESS

U. S. Department of Interior
National Park Service
Washington, D. C. 20240

U. S. Department of Labor
Bureau of Labor Statistics
Washington, D. C. 20212

U. S. Weather Bureau
Environmental Science Services Administration
Department of Commerce
Washington Science Center, Building 5
Rockville, Maryland 20852

Wildlife Management Institute
709 Wire Building
Washington, D. C. 20005

Wildlife and Marine Resources Department
Attn: Information and Education
1015 Main Street
P. O. Box 167
Columbia, South Carolina 29202

New York Stock Exchange
11 Wall Street
New York, New York 10005

**JOB TITLE:**

**D.O.T.**

ACCOUNTANT, JUNIOR PUBLIC

A junior public accountant works under supervision with other accountants. They audit books and make studies of business and financial transactions, records and reports.

160.188

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Work accurately and quickly with figures
Sit for long periods of time
Have good vision
Understand various aspects of finances, such as taxes, budgeting, cost accounting and business management

### You should prefer to:

Work with figures

Work in an office

### You should know that:

Accuracy and applications are very important in this job.

## ON THE JOB

A junior public accountant performs a variety of jobs under the direction of a senior accountant. He audits books, checks additions, analyzes accounts, and prepares statements and reports. He may do cost studies and tax reports. He may also be requested to provide advice on financial matters to clients.

**JOB TITLE:** ACCOUNTANT, JUNIOR PUBLIC **D.O.T.** 160.188

## THINGS TO THINK ABOUT

### Job Characteristics

Good working conditions
Close work may be hard on the eyes
May have to work under pressure

Job benefits will vary with the employer.

### Advancement:

with additional exams - senior accountant

with additional exams - certified public accountant

### Related occupations:

Budget accountant
Cost accountant
Machine processing accountant
Property accountant
Systems accountant
Tax accountant
Bookkeeper

## PREPARATION AND TRAINING

Public accountants must have graduated from high school and have gone through professional training in college or vocational school. Correspondence schools also offer programs in accounting. Some states require public accountants to have a college degree.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $140 |

## WHERE TO GET MORE INFORMATION

SEE YOUR SCHOOL COUNSELOR
OCCUPATIONAL OUTLOOK HANDBOOK

THE DEPARTMENT OF EMPLOYMENT SECURITY OFFICE NEAREST YOU.

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8/76

# New Hampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

ADMINISTRATIVE ASSISTANT

**D.O.T.** 169.168

An administrative assistant aids, managers and executives in a staff capacity by analyzing, co-ordinating and preparing reports including conclusions and recommendation for solution to problems.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Function comfortably and efficiently in an office environment
Take orders well and carry out assigned duties precisely
Handle the responsibility of the job
Work with and through people
Assist in maintaining budgets

### You should prefer to:

Work in an office situation
Work in close co-operation with superiors

### You should know that:

You will have to be energetic and agressive to handle work required by the job. This is a demanding and strenuous job.

## ON THE JOB

An administrative assistant assists managers by co-ordinating, analyzing data, conducting special studies and prepares reports including conclusions and recommendations for solutions as well as implementing and interpreting operating policies. Normally, they are given responsibility for tasks with minimal direct authority.

**JOB TITLE:** ADMINISTRATIVE ASSISTANT

**D.O.T.** 169.168

## THINGS TO THINK ABOUT

### Job Characteristics

Work is interesting, varied and challenging
Work is often demanding

### Advancement:

May advance to an administrator's position
May obtain status of chief administrator
May advance to a manager's position

### Related occupations:

Administrative analyst
Administrative officer
Administrator

## PREPARATION AND TRAINING

High school graduate
Bachelors degree in administration
1-3 years experience in an occupation or business similar the one in which you will be an administrative assistant

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
|  | $154 |

## WHERE TO GET MORE INFORMATION

SEE YOUR SCHOOL COUNSELOR
OCCUPATIONAL OUTLOOK HANDBOOK

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New Hampshire VIEW
Vital Information for Education and Work

**JOB TITLE:**

**D.O.T.**

ADMINISTRATOR, CONTRACT AND ORDER

162.11

If you are responsible, good at handling details, and well organized, you might make an excellent chairperson or a fine administrator. The person doing this work handles contracts.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Work well with many people
Keep track of many details and be well organized
Have a good memory
Have good understanding of business
Accept a lot of responsibility and be reliable

### You should prefer to:

Have a job with a great deal of responsibility

Be business oriented

### You should know that:

This job requires much experience and knowledge in the field in which you work.

## ON THE JOB

A contract and order administrator manages all the arrangements and business activities involved in contract making. They are responsible for seeing that the company they work for gets the best deal for the least money. They examine estimates, bids, production costs and requirements, and finalize and carry out the final contract. They must check delivery schedules and keep up-to-date progress reports on contracted work to make sure that the contract terms are being fulfilled.

A contract and order administrator may inspect jobs and turn in regular reports to the company. They must have excellent business sense and know how to keep many things in order, on time, and on the dotted line.

**JOB TITLE:** ADMINISTRATOR, CONTRACT AND ORDER
(any industry)

**D.O.T.** 162.118

## THINGS TO THINK ABOUT

### Job Characteristics

Interesting, varied work
Contact with many people
Must keep up-to-date on new developments in your field
Work under pressure of deadlines and budget requirements
Competitive
Much responsibility
Job benefits will vary with the employer.

### Advancement:

Executive officer: general manager, vice president

### Related occupations:

Research - contracts supervisor
Other positions in administration
Sales manager, contract specialist

## PREPARATION AND TRAINING

You must be a high school graduate with general academic courses. This should be followed by advanced study in a two year college, or the equivalent. Some companies will accept only four year college graduates. Applicants may expect to be started in a lower position until experience in the operation is learned.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $188 |

## WHERE TO GET MORE INFORMATION

SEE YOUR SCHOOL COUNSELOR
OCCUPATIONAL OUTLOOK HANDBOOK

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# New Hampshire VIEW

Vital Information for Education and Work

JOB TITLE:

## AIDE, OCCUPATIONAL THERAPY

An occupational therapy aide assists occupational therapists to help patients who are physically or mentally ill.

D.O.T.
079.368

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Bend, stoop, lift, carry objects of medium weight
Stand and walk a lot
Be in good health
Be patient
Be kind, helpful, and understanding
Be friendly and have a stable disposition

### You should prefer to:

Help people

Work in medical or mental institutions

### You should know that:

A high school education is preferred and in some places required.

## ON THE JOB

An occupational therapy aide works with patients in programs set up and supervised by trained occupational therapists. An O.T. aide may instruct patients in arts and crafts, games, sports, and recreational, educational and social activities. Reports may have to be made to the person in charge about patients' behavior and improvements. To enjoy this kind of work, a person must sincerely want to help others and be sympathetic and understanding to people with problems.

**JOB TITLE:** AIDE, OCCUPATIONAL THERAPY **D.O.T.** 079.368

## THINGS TO THINK ABOUT

### Job Characteristics

Interesting work
Great satisfaction from work
For some people, it is emotionally tiring to work with people with problems
One must learn to deal with patients objectively

Job benefits will vary with the employer.

### Advancement:

With additional training - occupational therapist

Occupational therapist Program Director

### Related occupations:

Recreation therapy aide

Physical therapy aide

## PREPARATION AND TRAINING

While you are in high school, any experience as a helper in a hospital will help you learn whether you like this kind of job.

Membership in school, church, and any other organizations will help you learn how well you like to work with people.

Many occupational therapy aides enter programs of training directly after high school graduation. Hospitals often conduct programs of instruction in the medical field. The Vocational technical College at Claremont has a program for O.T. aides.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $99 |

## WHERE TO GET MORE INFORMATION

SEE YOUR SCHOOL COUNSELOR
OCCUPATIONAL OUTLOOK HANDBOOK

THE DEPARTMENT OF EMPLOYMENT SECURITY OFFICE NEAREST YOU.

Front of this book (Other sources of information).

8/76

**JOB TITLE:**

AIR CONDITIONING AND REFRIGERATION MECHANIC

Air conditioning and refrigeration mechanics work on air conditioning or refrigeration systems equipment.

**D.O.T.**

637.281

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Lift and move heavy equipment
Diagnose the cause of equipment breakdown and make necessary repairs
Follow blueprints and design specifications
Install new equipment to prescribed code standards

### You should prefer to:

Do mechanical work

Work at challenging repair jobs

### You should know that:

The beginner's work consists of lifting, loading, cleaning up and performing simple jobs. Mechanical aptitude and an interest in electricity are important qualifications.

## ON THE JOB

The Mechanic installs air conditioning equipment ranging from small, self-contained units to large, central plant-type systems. On small installations, they will have to prepare their own diagrams and do simple layout work such as measuring and cutting pipe. In installing new air conditioning or refrigeration equipment, the Mechanic puts the motors, compressors, evaporators, and other components in proper position following specifications.

In looking for defects, the Mechanic may have to inspect components such as relays, thermostats and capacitators. After locating the cause of trouble and replacing or repairing the defective part, they must be able to reassemble the unit.

**JOB TITLE:** AIR CONDITIONING AND REFRIGERATION MECHANICS **D.O.T.** 637.281

## THINGS TO THINK ABOUT

### Job Characteristics

Work will be strenuous
Work in cramped, uncomfortable positions
Must have manual dexterity and good hand co-ordination

Job benefits will vary with the employer.

### Advancement:

Self employed
Air conditioning and refrigeration technician
Air conditioning and refrigeration supervisor

### Related occupations:

Master Mechanic

Drafter

## PREPARATION AND TRAINING

Most air conditioning and refrigeration mechanics start as helpers and acquire the skills of their trade infromally by working for several years with experienced craftsmen. Employers favor applicants who have had courses in mathematics, chemistry, physics, blueprint reading and machine shop study. A growing number of employers prefer on-the-job trainees to be high school graduates.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $130 |

## WHERE TO GET MORE INFORMATION

SEE YOUR SCHOOL COUNSELOR
OCCUPATIONAL OUTLOOK HANDBOOK

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NewHampshire VIEW
Vital Information for Education and Work

JOB TITLE:

## AIRLINE DISPATCHER

D.O.T.

912.168

The airline dispatcher makes up flight schedules and checks to see that all Federal Aviation Agency and company flight and safety regulations are carried out.

### DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

### TO GET THE JOB

**You should be able to:**

Work under pressure to meet flight schedules
Make decisions and take responsibility
Sit, stand and move around quickly

**You should prefer to:**

Fly occassionally
Have concern for detail in your work

**You should know that:**

You will be eligible for a discount travel plan.
You will have to be certified by the FAA.
You will be required to fly as an observer at least once a year over the portion of the system you service to maintain faimiliarity with the routes you service.

### ON THE JOB

The Dispatcher confers with the pilot to determine the best route and altitude, total flying time and alternate landing fields as well as the amount of fuel needed for the flight. He delays the flight if conditions are unsafe and arranges to have the crew and passengers notified of change of departure time.

He keeps records including such information as availability of aircraft and equipment, weight and balance of cargo, time flown by each plane and many other things that are necessary to the safety of the flight.

**JOB TITLE:** AIRLINE DISPATCHER **D.O.T.** 912.168

## THINGS TO THINK ABOUT

### Job Characteristics

Working hours may be irregular.
The work is exacting and demanding.
Your good judgement will be tried many times.
Interesting work

Job benefits will vary with the employer.

### Advancement:

Executive position within the company
The Airline Dispatcher is considered to be highly advanced on the scale of jobs in the field of air transportation.

### Related occupations:

ground airline work

## PREPARATION AND TRAINING

The Airline Dispatcher must be licensed by the Federal Aviation Administration. He may qualify for an FAA certificate if he has spent a year working under the supervision of a certified Dispatcher. The complete FAA approved Dispatcher's course can be taken at school or an airline training center. Courses in high school which are important to training for this job include math, physics, earth science and radio

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $124 |

## WHERE TO GET MORE INFORMATION

SEE YOUR SCHOOL COUNSELOR
OCCUPATIONAL OUTLOOK HANDBOOK

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**New Hampshire VIEW**
Vital Information for Education and Work

**JOB TITLE:**

AIRPLANE or BUS ATTENDANT

The attendant is the personal link between the passengers and the airline or busline.

**D.O.T.**

352.878

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

- Get along with people
- Enjoy travel
- Have good balance when carrying objects
- Tolerate air/bus motion without feeling ill

**You should prefer to:**

- Be on the "go" travelling
- Be away from home for periods of time
- Work in pleasant surroundings

**You should know that:**

You must maintain a friendly dispositin at all times.
The job can be strenuous, requiring standing and walking in flight
You will have opportunities to meet many different kinds of people.

## ON THE JOB

The attendant's job is to make the passengers trip comfortable and enjoyable. About an hour before flight, they board the plane to see that the cabin, buffet facilities and supplies are in order. Passengers are greeted by attendants as they board and assist with seating arrangements. They explain safety procedures before take off. They serve meals to passengers and crew. In special cases, the attendant takes care of infants, children and elderly or inexperienced passengers. Occassionally, they must administer first aid. There is a certain amount of record keeping.

All expenses during the time the attendant is away from home base are paid by the airline.

Knowledge of a foreign language is important on international flights.

**JOB TITLE:** AIRPLANE or BUS ATTENDANT

**D.O.T.** 352.878

## THINGS TO THINK ABOUT

### Job Characteristics

Most of your work will be performed in flight.
The work can be strenuous.
You will be on your feet for long periods of time.

Job benefits will vary with the employer.

### Advancement:

Supervisor of attendants
Instructor in training schools
Purser

### Related occupations:

Public relations agent
Salesman
Employment representative

## PREPARATION AND TRAINING

To be an attendant, you must have at least a high school diploma with two years of college training preferred. You will receive about five weeks training at an airline school. Some of the airlines have special requirements such as age when hired, weight, etc.. Contact your guidance counselor for additional information regarding the requirements for this job.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $150 |

## WHERE TO GET MORE INFORMATION

SEE YOUR SCHOOL COUNSELOR
OCCUPATIONAL OUTLOOK HANDBOOK

THE DEPARTMENT OF EMPLOYMENT SECURITY OFFICE NEAREST YOU.

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8/76

JOB TITLE:

D.O.T.

ANIMAL CARE TECHNICIAN

An animal care technician takes care of pets and experimental animals in kennels, veterinary hospitals and laboratories.

356.834

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Lift 100 pounds and carry 50 pounds
Perform simple clerical work

### You should prefer to:

Take care of animals
Work indoors
Work in noisy places

### You should know that:

You will supervise animal care and feeding as well as change bandages, give pills and injections and develop X rays.
You will spend a lot of time studying records and writing reports.

## ON THE JOB

Animal care technicians work in medical labs or veterinary hospitals and medical schools, research labs and veterinarian offices. They supervise the care and feeding of animals, select animals for breeding or experiments. Many technicians in experimental labs assist medical specialists in conducting autopsies. A technician must also be able to change bandages properly, give pills and injections, develop X rays or assist the veterinarian in surgery.

JOB TITLE: ANIMAL CARE TECHNICIAN D.O.T. 356.834

## THINGS TO THINK ABOUT

### Job Characteristics

Clean, pleasant, somewhat noisy at times
Inside working conditions
A well kept animal research lab smells like antiseptic cleaners. A poorly kept one smells terrible.

### Advancement:

Laboratory supervisor
Animal breeder
Assistant research biologist

### Related occupations:

Veterinarian
Assistant research biologist
Research biologist

## PREPARATION AND TRAINING

High school graduate
High school courses in the following areas: mathematics, chemistry, biology, and English

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| | $96 |

## WHERE TO GET MORE INFORMATION

SEE YOUR SCHOOL COUNSELOR
OCCUPATIONAL OUTLOOK HANDBOOK

THE DEPARTMENT OF EMPLOYMENT SECURITY OFFICE NEAREST YOU.

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8/76

New Hampshire VIEW
Vital Information for Education and Work

**JOB TITLE:**

ANNOUNCER, RADIO

**D.O.T.**

159.148

Radio announcers introduce programs, guests, and musical selections, and deliver most of the commercial messages. An announcer is sometimes called a disc jockey.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Speak very clearly and have a pleasing voice
Work well with hands
Read difficult material
Keep track of several things at once without getting flustered while on the air
Use English well, speaking easily and imaginatively

### You should prefer to:

Be a public figure
Work with people, ideas and electronic equipment

### You should know that:

Interest in sports, music and current events improves chance of success.
Good personality and sense of showmanship are helpful.

## ON THE JOB

In small stations, radio announcers may have duties such as operating the control board, selling time, and writing commercial and news copy in addition to their duties as announcer. In many small stations, programs are run entirely by the announcer which means they are on the air all the time. Timing must be very precise in order to meet a schedule which is set up to the second.

Many announcers act as disc jockeys. They introduce selections of music and comment on them and other things which might interest the audience. Usually, they work without a script. They must be imaginative and well-informed if they are going to succeed. A good sense of humor and some dramatic ability is very helpful. This is not a good job for a moody or shy person.

**JOB TITLE:** ANNOUNCER, RADIO

**D.O.T.** 159.148

## THINGS TO THINK ABOUT

### Job Characteristics

Opportunity to meet people
Possibility of becoming well known
A very demanding job
Possibility of frequent moving to find better jobs
Often work odd hours
Job benefits will vary with the employer.

### Advancement:

With experience, a talented announcer may move to a more highly paid position in a larger station.
Station manager

### Related occupations:

Sportscaster
Newscaster
Television announcer
Radio or television technician

## PREPARATION AND TRAINING

There is much mobility between stations by young workers, creating a constant turnover. One estimate is that most stations in N.H. add one individual yearly. Generally speaking, there are greater opportunities for those attempting to "break into" radio in the smaller stations north of a line between Lebanon, Concord and Portsmouth.

There are openings for those with technical knowledge, though the needs run slightly below those of broadcaster. High school graduation and some college courses are helpful but not required.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $175 |

## WHERE TO GET MORE INFORMATION

SEE YOUR SCHOOL COUNSELOR
OCCUPATIONAL OUTLOOK HANDBOOK

THE DEPARTMENT OF EMPLOYMENT SECURITY OFFICE NEAREST YOU.

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New Hampshire VIEW
Vital Information for Education and Work

**JOB TITLE:**

# APPLIANCE REPAIRER (HOUSEHOLD)

An appliance repairperson services and repairs electrical or gas appliances.

**D.O.T.** 723.884

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Work well with your hands
Be courteous and friendly
Be observant in order to detect the nature of a problem in an appliance
Make accurate adjustments
Use special tools and measuring devices

### You should prefer to:

Work with mechanical equipment

Have contact with the public

### You should know that:

Mechanical aptitude is very helpful
You may have to drive a truck and make repairs in customer's homes.

## ON THE JOB

Appliance repairpersons service and repair various household appliances. They may specialize in gas or electrical appliances or in one particular appliance such as refrigerators. The repairperson first must determine what is wrong with the appliance by talking with the customer and by inspecting the machine. Then, they make the necessary repairs. They may have to use specialized hand tools to take apart and replace damaged parts. An appliance repairperson may work in a private repair shop or an appliance manufacturer owned repair shop. They may work from a specially equipped truck and do repairs in customers' homes. They may have to give estimates and keep records.

**JOB TITLE:** APPLIANCE REPAIRER (HOUSEHOLD) **D.O.T.** 723.884

## THINGS TO THINK ABOUT

### Job Characteristics

Fairly light physical labor
These people MAKE THINGS WORK
Working conditions vary, may have to drive repair truck in bad weather
May be on call, television repairer for instance
Dissatisfied customers

Job benefits will vary with the employer.

### Advancement:

Supervisor
Assistant service manager
Owner of private repair shop

### Related occupations:

Business machine repair
Vending machine repair
Electric sign service and repair

## PREPARATION AND TRAINING

Employers generally prefer high school graduates who have taken courses in electricity, mathematics and physics. Training is given on the job and through work experience. Appliance manufacturers often provide classroom instruction.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $127 |

## WHERE TO GET MORE INFORMATION

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8/76

**JOB TITLE:**

**D.O.T.**

APPOINTMENT OPERATOR

An appointment operator or appointment clerk arranges appointments and meeting schedules for the employer.

237.368

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Be well organized
Be pleasant and courteous when dealing with the public
Have a good memory
Sit in an office all day

### You should prefer to:

Have an office job

### You should know that:

Neat appearance, pleasant voice and good English are very important

## ON THE JOB

An appointment clerk handles all information concerning the meeting and appointment schedule of the employer. They answer the telephone, open mail and record all necessary information in the appointment book. They may also greet customers or clients and have some receptionist duties. They may send out cards or make phone calls to remind people of their appointment date and time. An appointment clerk sometimes receives payment for services and keeps an account ledger.

**JOB TITLE:** APPOINTMENT OPERATOR **D.O.T.** 237.368

## THINGS TO THINK ABOUT

### Job Characteristics

Good working conditions
May be some pressure in a very busy office
Meet many people

Job benefits will vary with the employer.

### Advancement:

Social secretary

### Related occupations:

Other clerical or secretarial office jobs

## PREPARATION AND TRAINING

A high school diploma with specialization in office skills is usually required for this job. In some situations, typing and other office skills may not be necessary. But, if advancement is desired, office skills should be acquired. All jobs will provide a short training period on the job to acquaint the new employee with procedures.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $104 |

## WHERE TO GET MORE INFORMATION

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8/76

**New Hampshire VIEW**

Vital Information for Education and Work

JOB TITLE:

## ASSEMBLER, BENCH

D.O.T.

706.884

A bench assembler puts together small parts to form finished products. There are many kinds of bench assembly work.

### DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

### TO GET THE JOB

**You should be able to:**

See well
Work quickly and carefully with your hands and fingers
Use small tools
Handle small items
Work quickly and steadily

**You should prefer to:**

Work inside

Do mechanical work

**You should know that:**

Women are often employed for this job
On the job training is available

### ON THE JOB

Many of the products made in factories must be put together in several different steps. Automobiles, T.V. and refrigerators are just three of many assembly line products. The workers who put together the parts or finished product are known as assemblers. They are almost all semi-skilled workers.

Bench assemblers do light small part assembly. A bench assembler often works from a conveyor belt. They must complete their part of the assembly in the time it takes the parts to pass in front of them on the belt. They may use hand tools such as screw drivers, pliers, soldering irons, or power drills in their work. Some of the work is small and delicate. Employers may try to encourage speed in the work by paying by the piece.

**JOB TITLE:** ASSEMBLER, BENCH

**D.O.T.** 706.884

## THINGS TO THINK ABOUT

### Job Characteristics

Light, clean work
Tiring to eyes
Can be repetitive work

Job benefits will vary with the employer.

### Advancement:

Assembler group leader or Supervisor

More skilled work

### Related occupations:

Line or floor assembly
Machine tool operator
Set-up man

## PREPARATION AND TRAINING

A high school diploma is not usually required. High school shop courses will help you learn if you like to work with tools.

On the job training is available in most companies.

Your guidance counselor would possibly know of companies near you who hire students for summer or weekend work.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $107 |

## WHERE TO GET MORE INFORMATION

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8/76

**JOB TITLE:**

ASSEMBLER, ELECTRICAL

An electrical assembler puts together, by hand, small parts to make transistors, resistors, capacitators and other electrical equipment.

**D.O.T.**

729.887

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Good vision
Work well with your hands and fingers
Follow instructions exactly
Notice small differences in the product

**You should prefer to:**

Work inside
Work with your hands

**You should know that:**

You may be asked to join a union.
Safety is very important.

## ON THE JOB

An electrical assembler puts together small electrical parts or printed circuit boards. They work from instructions and samples doing very detailed, exacting work. An assembler may use hand tools like pliers, screwdrivers, tweezers, wire cutters and soldering irons. They may have to write a report of the work when completed.

A good understanding of mathematics helps. An electrical assembler must be at least 16 years old to work around machines.

Some of the things made by an electrical assembler are transistors, resistors, capacitors and diodes.

**JOB TITLE:** ASSEMBLER, ELECTRICAL

**D.O.T.** 729.887

## THINGS TO THINK ABOUT

### Job Characteristics

Light work
Good working conditions
Eye strain
The dangers of working with electricity

Job benefits will vary with the employer.

### Advancement:

Supervisor
Inspector
Skilled assembler

### Related occupations:

Bench assembler
Skilled assembler (electrical, electronic)
Floor or line assembler

## PREPARATION AND TRAINING

High school mathematics and shop courses are helpful. Electronics and related courses offered at the Vo-Tech Centers are also beneficial. A high school diploma is usually required.

Two year programs in the electrical and electronic fields are offered at the Vo-Tech Colleges at Berlin, Manchester, Portsmouth, Claremont, Nashua and Laconia.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $104 |

## WHERE TO GET MORE INFORMATION

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NewHampshire VIEW
Vital Information for Education and Work

JOB TITLE:

ASSEMBLER, ELECTRICAL CONTROL

An electrical control assembler puts together electrical devices such as switches, relays, reostats, transmitters and switch boards.

D.O.T.

729.884

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Have good vision and color perception
Do detailed work with your hands
Follow diagrams and instructions
Be precise in your work

### You should prefer to:

Work inside
Do assembly work

### You should know that:

May be required to join a union
May have to pass a written and/or physical exam

## ON THE JOB

An electrical control assembler puts together different parts in an established order to make electrical assemblies. Tools such as wrenches, screwdrivers, hammers, pliers, hand arbor presses and assembly fixtures are used. One may cut, strip and mount electrical wires to connect units. The assembler tests these connections with special testing equipment.

**JOB TITLE:** ASSEMBLER, ELECTRICAL CONTROL **D.O.T.** 729.884

## THINGS TO THINK ABOUT

### Job Characteristics

Good working conditions
May work under some pressure on an assembly line
Clean work
Not too strenuous
Job benefits will vary with the employer.

### Advancement:

Skilled electrical technician
Supervisor

### Related occupations:

Any small assembly work

## PREPARATION AND TRAINING

Training for this work is given on the job. In many cases, a high school diploma is not required. It is desirable to have graduated from high school.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $91 |

## WHERE TO GET MORE INFORMATION

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8/76

JOB TITLE:

ASSEMBLER OF ELECTRONIC ACCESSORIES

D.O.T.

729.884

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Use hand and power tools
Use test equipment

**You should prefer to:**

Work to close tolerances and specifications
Work as a member of a production team to produce a product

**You should know that:**

The work you perform will become part of a total product for which each worker shares responsibility.
You will have to perform work to acceptable standards and tolerances.

## ON THE JOB

An assembler of electrical accessories fabricates wire and coaxial cable assemblies for aircraft and missles, according to specification, by performing any combination of tasks. Tests wire assemblies and cable for circuit continuity, using testing equipment. They may attach eyelets, terminals and mounting studs to etched circuit boards.

**JOB TITLE:** ASSEMBLER OF ELECTRONIC ACCESSORIES **D.O.T.** 729.884

## THINGS TO THINK ABOUT

### Job Characteristics

Generally, clean, well lighted, pleasant working conditions

### Advancement:

Department supervisor

### Related occupations:

Electronics assembler
Electronics inspector

## PREPARATION AND TRAINING

High school graduate
High school courses in electronics
Associates degree in electronics from a technical institute

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| | $97 |

## WHERE TO GET MORE INFORMATION

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8/76

JOB TITLE:

ASSEMBLER, ELECTRONICS

An electronics assembler assembles electronic equipment.

D.O.T.

726.781

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Use power and hand tools adeptly
Work from detailed blueprints or specifications

### You should prefer to:

Work inside
Work with tools performing intricate mechanical tasks

### You should know that:

You will be expected to work to exacting tolerances.
You must be able to read blueprints.

## ON THE JOB

An electronics assembler assembles electronic equipment such as computers, movie sound recorders, radar and sonar, machine-tool numerical control devices and telemetering systems. The assembler uses electronic test equipment, hand tools and power tools to assemble the item according to blueprints, wiring diagrams and manufacturing standards. An assembler may be designated according to equipment assembled ie. prototype assembler, radio-transmitter assembler.

**JOB TITLE:** ASSEMBLER, ELECTRONICS

**D.O.T.** 726.781

## THINGS TO THINK ABOUT

### Job Characteristics

Clean, pleasant working conditions

Job benefits will vary with the employer.

### Advancement:

Assembly supervisor
Assembly group leader

### Related occupations:

Electronics inspection
Electrical mechanical engineer

## PREPARATION AND TRAINING

High school graduate
Associates degree in electronics from a technical institute

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $98 |

## WHERE TO GET MORE INFORMATION

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8/76

JOB TITLE:

D.O.T.

**ASSEMBLER, FURNITURE**

A furniture assembler puts together wooden parts of furniture.

763.884

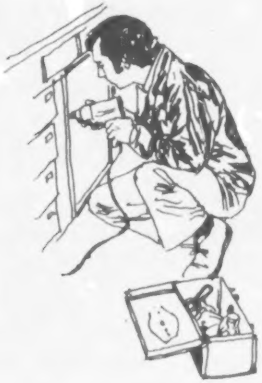
## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

You should be able to:

Work well with your hands
Lift and carry loads of medium weight
Follow instructions
Use a variety of hand tools



You should prefer to:

Work with wood
Work inside

You should know that:

You will have to meet production schedules
High quality workmanship is important

## ON THE JOB

A furniture assembler makes sections or complete pieces of furniture by fitting together various parts. They use hand tools to trim joints to fit, glue the joints and clamp them to dry. They may use a power screwdriver, staple gun or hammer to reinforce joints with screws, staples, dowels, etc..

They may perform other specialized operations of furniture assembly production. In this case, they would be referred to by the operation they perform ie. bed maker. The type of work they do is determined by whether they make custom or mass produced furniture. They may work as part of an assembly line or perform a variety of jobs.

**JOB TITLE:** ASSEMBLER, FURNITURE **D.O.T.** 763.884

## THINGS TO THINK ABOUT

### Job Characteristics

Work may be dusty
Not too strenuous
May be some strong odors

Job benefits will vary with the employer.

### Advancement:

Supervisor

### Related occupations:

Any assembly line work in manufacturing occupations
Local woodworking industrial places

## PREPARATION AND TRAINING

On the job training is given to people entering this job. An interest in woodworking and any experience such as high school woodworking shop is helpful.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $121 |

## WHERE TO GET MORE INFORMATION

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JOB TITLE:

D.O.T.

## ASSEMBLER, POTENTIOMETER

209.688

This is an assembly line job which requires cooperation with fellow workers to assure the flow of the product.

### DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

### TO GET THE JOB

**You should be able to:**

Use hands with speed and accuracy
Follow verbal and written directions
Do precision work

**You should prefer to:**

Do routine work
Be seated during most working hours

**You should know that:**

Trainees are eligible at age 16

### ON THE JOB

The potentiometer assembler assembles potentiometers (variable resistors) which are used in electronic equipment such as control devices and instrument systems. They use hand and power tools and test the resistance of wire-wound potentiometer coils. The assembler quite frequently uses wirecutters, drill presses and installs terminal lugs and brackets to the case. The soldering iron is used frequently on the job for soldering wires to the terminal lugs.

**JOB TITLE:** ASSEMBLER, POTENTIOMETER

**D.O.T.** 209.688

## THINGS TO THINK ABOUT

### Job Characteristics

Noisy conditions at times
Required to work with speed under pressure
Repititious work

Jobs benefits will vary with the employer.

### Advancement:

Supervisor
Leadperson

### Related occupations:

Other types of assembly work
Production control

## PREPARATION AND TRAINING

High school training is usually required with courses in metal work and electricity important. On the job training is sometimes given but with proper background, the work will be easier and faster.

Electronics courses at the post secondary level are also helpful.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $111 |

## WHERE TO GET MORE INFORMATION

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# New Hampshire VIEW

Vital Information for Education and Work

JOB TITLE:

## ASSEMBLER, PRINTED CIRCUIT

A printed circuit assembler works in the electronic industry.

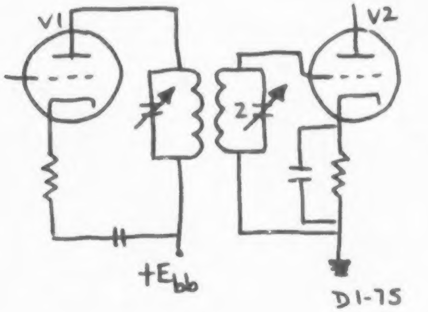
D.O.T.

726.884

### DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

### TO GET THE JOB



**You should be able to:**

Use small hand tools (soldering irons, pliers, etc.)
Be patient and precise
Interpret diagrams

**You should prefer to:**

Work alone or on an assembly line
Work on experimental items

**You should know that:**

You need good eyesight and must use color codes in assembly
You need manual dexterity

### ON THE JOB

The printed circuit assembler will be working as a member of a team to produce circuits which will be used in a TV, rocket, computer or many other things. The work is very precise since even the slightest defect will make the whole circuit faulty.

The job of circuit assembler can be with a large company with many employees or with a small company which makes individual circuits and sells them to a larger firm.

**JOB TITLE:** ASSEMBLER, PRINTED CIRCUIT **D.O.T.** 726.884

## THINGS TO THINK ABOUT

### Job Characteristics

Sitting for long periods of time
Cannot leave the operation except at break time or by excuse in order not to break the work schedule

Job benefits will vary with the employer.

### Advancement:

Leadperson
Supervisor

### Related occupations:

Electronic technician
Engineering helper

## PREPARATION AND TRAINING

No high school diploma is required. The ability to read, write and follow written instructions and diagrams is important. On the job training is usually given by the company.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $108 |

## WHERE TO GET MORE INFORMATION

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**JOB TITLE:**

ASSEMBLER, PULL OVER MACHINE

An assembler tends the machine that tacks shoe parts to the last to prepare shoe uppers for further lasting.

**D.O.T.**

788.884

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Have good eye-hand co-ordination
Work on machinery performing several operations to bring a product to completion

### You should prefer to:

Work inside in a shop situation
Work with machinery and materials to produce a product

### You should know that:

Your pay may be based on piecework.
You will be expected to work with a variety of cements, materials and machinery.

## ON THE JOB

A pull over machine assembler tends a machine that tacks shoe parts to the shoe last. This prepares the shoe upper for further lasting operations. The assembler the counter and top support (box toe) on racks; immerses the rack in liquid cement and drains the excess cement from parts. Then, pre-cemented parts are placed between the lining and upper. The upper must be pulled and aligned on the last. The last is then set on the pin jack of the machine. This is pushed into the machine which tacks the upper to the last at the heel seam and heel seat.

**JOB TITLE:** ASSEMBLER, PULL OVER MACHINE **D.O.T.** 788.884

## THINGS TO THINK ABOUT

### Job Characteristics

Pleasant, inside working conditions
The job is part of an assembly process leading to a completed product.

### Advancement:

Shift supervisor
Department supervisor

### Related occupations:

Bottom cementer
Buffer

## PREPARATION AND TRAINING

High school graduate
On the job training is available.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| | $84 |

## WHERE TO GET MORE INFORMATION

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New Hampshire VIEW
Vital Information for Education and Work

**JOB TITLE:**

AUTOMOBILE BRAKE REPAIRER

The automobile brake repairer tests brakes and adjusts them.

**D.O.T.**

620.281-034

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Use small tools
Recognize and/or test for faulty linings, etc.
Consult manuals and catalogs for parts and directions
Use testing equipment

### You should prefer to:

Work in a shop situation
Work on cars

### You should know that:

You have great responsibility for the safety of others.
You need to have a thorough knowledge of parts, etc.
You may be required to pass an examination to obtain a licence.

## ON THE JOB

Auto brake repairers test brakes and make minor adjustments to equalize or increase braking action. The brake lining may be found to be worn which would require repair or complete relining. To reline brakes, the nuts, cotter pins and other fasteners are removed and the wheel and brake assembly dismounted. This allows the repairer to examine the brake drum for wear. The old linings are removed from the brake shoes to be replaced. All parts removed are reassembled and remounted on the wheels of the car. A final test is made for adjusting the brakes.

**JOB TITLE:** AUTOMOBILE BRAKE REPAIRER

**D.O.T.** 620.281-034

## THINGS TO THINK ABOUT

### Job Characteristics

Testing and reassembling
Shop confinement
Bending and standing
Physical work

Job benefits will vary with the employer.

### Advancement:

A specialist (with more training)
Shop superintendent (with more training)
Work with a larger company in the same type of work

### Related occupations:

Hydraulic and/or air brake repairer
Wheel alignment specialist
Shock absorber repairer

## PREPARATION AND TRAINING

In high school, auto mechanics courses and mathematics and science courses will help prepare you. On the job training is available as are two year vocational auto mechanics courses. The Armed Services also offer training in this area.

Employers sometimes send employees to special schools for training.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $117 |

## WHERE TO GET MORE INFORMATION

SEE YOUR SCHOOL COUNSELOR
OCCUPATIONAL OUTLOOK HANDBOOK

THE DEPARTMENT OF EMPLOYMENT SECURITY OFFICE NEAREST YOU.

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8/76

NewHampshire VIEW
Vital Information for Education and Work

JOB TITLE:

AUTOMOBILE PAINTER

The automobile painter is a skilled craftsman who paints motor vehicle bodies.

D.O.T.

845.781-018

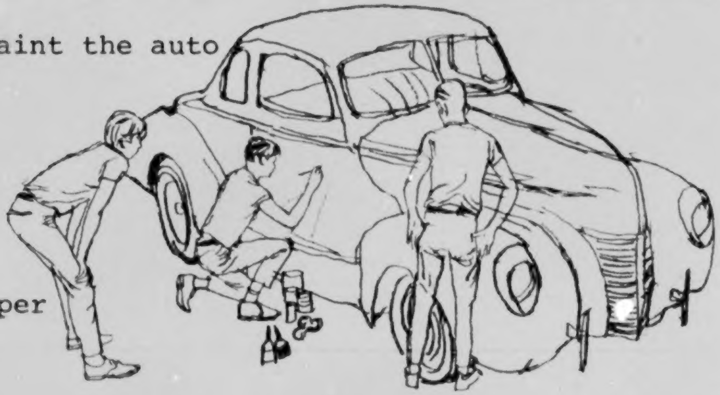
## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Stoop, bend and crawl into small places in order to paint the auto
Operate power tools and equipment
Stand dust, grease, oil and perhaps heat and cold



### You should prefer to:

Exercise good judgement in mixing paint
Work independently or, in some cases, supervise a helper
Do physical work

### You should know that:

You may be subject to some hazards.
You may work in noisy places.
You should have good eyesight.

## ON THE JOB

The automobile painter repaints cars that have lost paint either through accident or wear and tear. This person uses an electric sander for the rough sanding. After this, a primer coat is applied to the surface with a spray gun. Small nicks and scratches that cannot be removed by sanding are filled with auto body putty. When the primer coat has dried, the surface is sanded by hand with a fine grade of sandpaper until the surface is smooth enough for painting. Mixing the paint to the desired color requires much skill and a good color sense. A spray gun is used to spray paint evenly. After the finish is dry, it is waxed and polished to bring out the luster of the paint on the new surface.

**JOB TITLE:** AUTOMOBILE PAINTER

**D.O.T.** 845.781-018

## THINGS TO THINK ABOUT

**Job Characteristics**

Work will be strenuous
Long periods of time are spent standing
Requires working in awkward positions

Job benefits vary with the employer.

**Advancement:**

Supervisor
Open your own shop

**Related occupations:**

Body shop repairer
Mechanic

## PREPARATION AND TRAINING

Background in industrial areas such as metal work, auto mechanics and any work around a shop will be useful in gaining the experience necessary to do this job. Some training in the use of tools used on this job is necessary before you will be given the chance to paint a car on your own. If you like this type of work, you might "work shadow" in a shop where painting is done. You might be given a chance to learn.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $162 |

## WHERE TO GET MORE INFORMATION

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8/76

**New Hampshire VIEW**
Vital Information for Education and Work

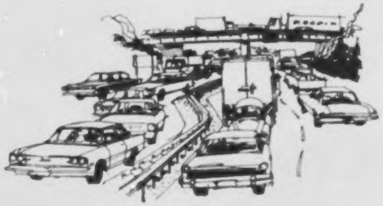
**JOB TITLE:**

AUTOMOBILE SERVICE MECHANIC

**D.O.T.**

620.381

The auto mechanic serves one of the most important functions in today's world. It is the responsibility of the mechanic to keep the wheels rolling.



## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Handle tools well
Work well with your hands
Drive a car and truck
Work efficiently and accurately
Follow directions and please your customer

### You should prefer to:

Work indoors
Be continually learning because automobile models change

### You should know that:

Job opportunities are very good.

## ON THE JOB

The mechanic may do the job in two ways. The first is preventative maintenance. In this case, they check all the major parts or clean and adjust working parts.

The second way is identification of difficulties of operation and the repair of cars when the owner reports trouble. The mechanic listens to the owner's description of the problem. They then use their testing equipment to locate the problem. After locating the trouble, the mechanic will replace needed parts and do any necessary adjustment that is still indicated.

In a large garage, the mechanic may be a specialist in brakes, electrical systems, front end repair, automatic transmissions or other parts of the car. Mechanics who are not skilled in all-around mechanics will work only at their specialty.

**JOB TITLE:** AUTOMOBILE SERVICE MECHANIC

**D.O.T.** 620.381

## THINGS TO THINK ABOUT

### Job Characteristics

Job opportunities exist in all areas
Variety of types of places to work
Most training is done on the job
Meet a variety of people
Work is usually dirty
Working around metal, using wrenches and other tools can cause minor cuts and injuries
Job benefits will vary with the employer.

### Advancement:

Experience gained in service station to self-employment
In larger garages, the mechanic can become service manager or shop supervisor.

### Related occupations:

Industrial fleet mechanic
Maintenance mechanic
Service station attendant

## PREPARATION AND TRAINING

Most auto mechanics learn by on the job experience. Many start as part-time helpers. Employers often send their best mechanics to factory training centers to learn about new models or to specialize in certain types of repairs. Short training courses are also held at local garages by manufacturer's representatives.

N.H. Vo-Tech Colleges at Berlin, Portsmouth, Nashua and Manchester offer Automotive courses. The Vo-Tech College at Laconia offers a program in Internal Combustion Engines.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 plus overtime | $117 |

## WHERE TO GET MORE INFORMATION

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8/76

# New Hampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

AUTOMOBILE SERVICE STATION ATTENDANT

Although a major part of the job is pumping gasoline, the service station attendant also makes minor repairs and gives directions among other things.

**D.O.T.**

915.867

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Be outside in all kinds of weather
Be on your feet a lot
Understand the simple mechanics of an automobile
Enjoy people and give friendly help about roads and highways
Be responsible and reliable
Understand and follow directions

**You should prefer to:**

Have an active, outside job

**You should know that:**

On the job training is usually available
A driver's licence is required in most cases
Some high schools offer training for this.

## ON THE JOB

It would be impossible to list all the things a service station attendant might have to do. Their experience and knowledge of cars will help determine the kinds of things they will do.

With little experience, they will probably start by pumping gas, cleaning windshields, checking oil and water and accepting money or a credit card for payment. They will learn to sell and install tires, windshield wiper blades and other items. It might also be necessary for them to keep the station and its restrooms clean and neat.

If the attendant is interested in learning auto mechanics, they may begin by learning to lubricate a car, rotate and repair tires and replace mufflers. They may be given some responsibility for making road calls after learning to operate the tow truck.

**JOB TITLE:** AUTOMOBILE SERVICE STATION ATTENDANT **D.O.T.** 915.867

## THINGS TO THINK ABOUT

### Job Characteristics

Part-time work is usually available.
If you are interested in auto mechanics, this might be a starting job.
It is dirty work.
You are exposed to all kinds of weather.

Job benefits will vary with the employer.

### Advancement:

With a high school diploma, you might qualify for service station management training programs offered by oil companies.
Become a sales representative, district manager or lease your own company station

### Related occupations:

Sales representative or district manager for an oil company
Owner or manager of a service station
Auto mechanic

## PREPARATION AND TRAINING

This job can be held without completing high school but this limits your chance for advancement.

High school automotive courses and experience on a part-time or summer basis will be valuable.

Evening courses after leaving school will help the service station attendant to make up for lack of knowledge as it shows up on the job.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 plus overtime | $95 |

## WHERE TO GET MORE INFORMATION

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New Hampshire VIEW
Vital Information for Education and Work

JOB TITLE:

AUTOMOTIVE MECHANIC

An automotive mechanic diagnoses, repairs and overhauls automobiles, buses, trucks and other automotive vehicles.

D.O.T.
620.281

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Work well with tools
Work well with your hands
Understand automotive engines
Deal with customer concerns and complaints

### You should prefer to:

Work on mechanical problems
Work as a "doctor" to automobiles
Do manual work on machines

### You should know that:

You usually own your own tools.
You may be required to pass an examination for a lisence.
This will be a strenuous, dirty job requiring some medium lifting.

## ON THE JOB

You will be required to "troubleshoot" (diagnose) a problem in the engine or body of the car, disassemble the engine of the car, and reassemble it. The car must be put in smooth running order with all problems corrected.

It will be necessary for you to keep accurate records of all materials used and the number of hours worked on each particular job.

**JOB TITLE:** AUTOMOTIVE MECHANIC **D.O.T.** 620.281

## THINGS TO THINK ABOUT

### Job Characteristics

Work to satisfy customer's needs
Interesting and varied work
Must keep up with new developments in the automotive industry

Job benefits will vary with the employer.

### Advancement:

Chief automotive mechanic
Service station manager
Repair shop supervisor

### Related occupations:

Transmission and power-train mechanic
Auto body technician

## PREPARATION AND TRAINING

A high school or vocational school graduate is preferred. Courses in machine tool operation, automotive mechanics and blueprint reading are beneficial. Some workers have also had trianing in military vehicle or aircraft and engine mechanics as members of the U.S. Armed Forces.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $147 |

## WHERE TO GET MORE INFORMATION

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**JOB TITLE:**

AUTOMOTIVE TUNE-UP MECHANIC

**D.O.T.**

620.281-106

The automotive tune-up mechanic repairs mechanical, electrical, and body parts of passenger cars, trucks and buses. In some cases, they service tractors and other gasoline-powered equipment.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Use hoists, wrenches, grinding wheels, gages, drills, pliers and specialized machines and tools.
Learn how to run wheel alignment machines, wheel balancers, engine analyzers, brake testers and headlight aimers.
To get along well with the public

### You should prefer to:

Work with tools
Work on engines

### You should know that:

If you work in a small garage, you may have to know everything from a complete engine overhaul to a tire change. In a large garage, you might specialize in one type of rapair.
You should have good manual dexterity.

## ON THE JOB

Working conditions vary considerably among establishments. Large or modern garages are usually well lighted and ventilated and have an adequate heating system. Small shops often have less adequate facilities. Mechanics are often exposed to odors from oil, paint, gasoline and carbon monoxide.

Before one enters this field, one should be aware of the dangers involved in working on automobiles and other vehicles while they are supported on hoists, jacks or blocking.

You will work by yourself most of the time. However, in larger garages, you may be assisted by apprentices or helpers.

**JOB TITLE:** AUTOMOTIVE TUNE-UP MECHANIC **D.O.T.** 620.281-106

## THINGS TO THINK ABOUT

### Job Characteristics

Enjoy working with your hands and tools
Enjoy working with machines
Enjoy reading articles and technical literature about new developments in the automotive field

Job benefits will vary with the employer.

### Advancement:

Repair shop supervisor
Service associate
Service manager
Open your own service station or garage

### Related occupations:

Diesel mechanic
Refrigeration mechanic
Marine engine mechanic
Earth moving equipment mechanic

## PREPARATION AND TRAINING

A high school diploma, while not essential, is usually necessary. Simple tasks may be performed after a few months of on the job training. One of the ways to enter this field is to serve in a three or four year formal apprenticeship training program. After you have acquired considerable experience in the trade, employers may send you on for additional training at automobile manufacturers centers.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $117 |

## WHERE TO GET MORE INFORMATION

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JOB TITLE:

D.O.T.
289.358

## AUTO PARTS COUNTERPERSON

The auto parts counterperson sells replacement parts and accessories for automobiles, trucks and other motor vehicles.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Stand for long periods of time
See and hear well
Know the different types of motor vehicle parts and what they do
Work with numbers and write clearly

### You should prefer to:

Work with different types of people
Be neat, friendly and even-tempered

### You should know that:

Most auto parts counterpersons are employed by automobile dealers and wholesalers.

## ON THE JOB

Most auto parts counterpersons work in auto parts wholesale stores and auto dealer and parts departments. They sell over the counter and take telephone orders.

Auto parts counterpersons employed by wholesalers sell parts for different makes of cars and trucks to independent repair shops, self-employed mechanics, service stations and people who work on their own cars. Parts counterpersons employed by a dealer may spend most of their time supplying parts to mechanics employed by the dealer.

The counterperson identifies the parts a customer needs and locates it in the stockroom. They must be able to use a parts catalog, know interchangeable parts, refer to price lists, place special orders, etc.. In small stores, they may repair parts too.

**JOB TITLE:** AUTO PARTS COUNTERPERSON **D.O.T.** 289.358

## THINGS TO THINK ABOUT

### Job Characteristics

Some receive commissions based on sales
Working areas are usually clean and well lighted
Frequently requires working rapidly when waiting on more than one customer and also answering the phone
Much time is spent standing or walking
Job benefits will vary with the employer.

### Advancement:

Parts department or store manager
Some establish their own store.

### Related occupations:

Plumbing, heating, appliance, electrical or hardware counterperson

## PREPARATION AND TRAINING

Most training is done on the job. Trainees may start waiting on coustomers after a few months although it takes about two years to become thoroughly familiar with the job. Practical experience working in a gas station or working on cars as a hobby is helpful.

High school or Vocational-Technical College courses in automobile mechanics, commercial mathematics and salesmanship are helpful. The N.H. Vo-Tech Colleges at Berlin, Manchester, Nashua and Portsmouth give automotive courses.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $104 |

## WHERE TO GET MORE INFORMATION

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8/76

**New Hampshire VIEW**
Vital Information for Education and Work

**JOB TITLE:**

BAKER, ASSISTANT

An assistant baker helps make bread, rolls, biscuits, cakes, pies and other bakery products and desserts.

**D.O.T.**

526.781

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Stand, walk, stoop and reach for most of the working day
Feel, taste and smell to determine the quality of materials
Follow instructions and co-operate with others
Measure and gage exactly
Handle and adjust equipment

**You should prefer to:**

Work indoors with your hands
Work under supervision

**You should know that:**

A physical examination and health certificate are required.
This is an entry level job leading to the position of baker.

## ON THE JOB

While on the job, you will learn all or some of the following duties: to measure and mix instructed; to mix, knead and shape dough; grease pans and set ovens to specified cooking temperatures; prepare fillings and icings; store bakery supplies and clean machinery and utensils and maintain a neat, orderly working area.

This is a job that may be very rewarding. It does require that you be willing to perform routine tasks on a continuous basis.

**JOB TITLE:** BAKER, ASSISTANT **D.O.T.** 526.781

## THINGS TO THINK ABOUT

### Job Characteristics

Use judgement and initiative
Fairly independent once tasks are learned
Clean working areas
Exposed to flour particles in the air
Subject to burns from ovens and pans as well as cuts from knives and other utenslis
Wages are generally low until you have completed the training stages
Job benefits will vary with the employer.

### Advancement:

This is usually a job leading to a position as baker. After a training period, bakers do all the baking and dessert preparation.

### Related occupations:

Baker
Baker, pizza
Baker, donut maker
Donut machine operator

## PREPARATION AND TRAINING

A health certificate is required. Completion of the eighth grade is usually required.

Some experience in a commercial kitchen or bakery is desirable although this position is usually a beginners job.

A program in culinary arts (cooking and related skills) is offered by the N.H. VO-Tech College at Berlin.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $104 |

## WHERE TO GET MORE INFORMATION

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8/76

# New Hampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

BANK TELLER

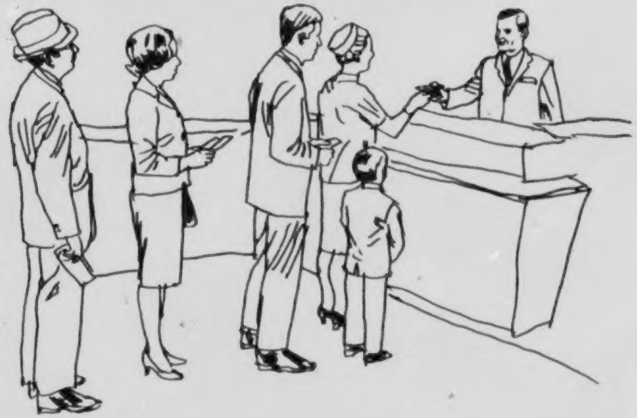
A bank teller receives and pays out money and records these transactions.

**D.O.T.**

212.368

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?



## TO GET THE JOB

### You should be able to:

Stand for long periods of time
Be able to move your hands and fingers quickly and easily
Be accurate and efficient
Be honest and tactful
Be courteous and make a good first impression

### You should prefer to:

Be neat and well groomed
Work well with people

### You should know that:

You must meet the honesty standards of bonding companies

## ON THE JOB

There are many different job titles for teller which describe the duties they perform.

Commercial tellers, with whom most people deal when they do business at banks, are mainly occupied with cashing customer's checks and handling deposits and withdrawals from checking and savings accounts during the hours in which the bank is open to the public. Tellers may use machines to make change and total deposits. A teller handling savings accounts may use a "window" posting machine which simultaneously posts the transaction in the bank's ledger and prints a receipt for the customer.

After public banking hours, the teller counts cash on hand, lists currency received tickets on a settlement sheet and balances his day's accounts. They may also perform other incidental tasks such as sorting checks and deposit slips.

**JOB TITLE:** BANK TELLER

**D.O.T.** 212.368

## THINGS TO THINK ABOUT

### Job Characteristics

Working areas generally clean, well-lighted, modern and air conditioned
Few jobs require strenuous physical exertion
Standing for long periods of time
There are peak hours when a teller is very busy.

Job benefits will vary with the employer.

### Advancement:

Head teller
Loan interviewer
Assistant branch manager
Branch manager

### Related occupations:

Office machine operator
Bookkeeper

## PREPARATION AND TRAINING

High school graduation with a business background is generally preferred.

Newly hired tellers usually learn their duties by first observing experienced workers for a few days. Then, under close supervision, they begin to do the work themselves. Training periods may last from a few days to three weeks or longer.

A new teller's job is usually a combination of the various types of duties.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 35-40 | $101 |

## WHERE TO GET MORE INFORMATION

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# New Hampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

BARBER

**D.O.T.**

330.371

A barber cuts hair and gives hair and scalp treatments. Barbers also give shaves and facial treatments.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Work well with your hands at shoulder level
Stand on your feet for long periods of time
Pass a health examination
Understand and follow directions
Notice forms, shapes colors and small details

### You should prefer to:

Help others with their grooming
Work with people

### You should know that:

You may be invited to join a union.
Barbering is open to both men and women.
Lisence requirements may vary from state to state.

## ON THE JOB

The average barber spends most of the time cutting hair. They also do other things such as shampooing, shaving and trimming beards and moustaches. In addition, they may recommend and sell grooming supplies and hair pieces, etc..

Since a friendly atmosphere in the shop is often a key factor to its success, the barber should enjoy working with people. In a small shop, the barber may have to keep the work area clean. Each barber is responsible for keeping their barbering instruments sterilized and in good condition.

A beginner may get his first job through the barber school or through the local barber's union or employer's association. They usually buy their own tools.

**JOB TITLE:** BARBER

**D.O.T.** 330.317

## THINGS TO THINK ABOUT

### Job Characteristics

Job opportunities exist in all areas particularly urban and suburban shopping areas
Overtime work is usually available
Good salary with very little time invested in training
Exposed to chemicals to which you may be allergic
Busy before holidays and weekends

Job benefits will vary with the employer.

### Advancement:

May advance to shop manager or owner

### Related occupations:

Cosmetologist
Hair stylist
Manicurist
Masseur

## PREPARATION AND TRAINING

Barbers must be lisenced and usually must be graduates of a state approved barber school. Trainees study cutting hair, shaving, scalp treatment, massage, sanitation, skin problems and general business practices.

An apprentice license requires an examination. Another licencing examination must be passed before you can become a professional barber.

Cosmetologist courses are available at Dover High School, Dover, N.H.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 plus overtime | $117 |

## WHERE TO GET MORE INFORMATION

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# New Hampshire VIEW
Vital Information for Education and Work

**JOB TITLE:**

BARTENDER

**D.O.T.**

312.878

A bartender is the person responsible for mixing and serving alcoholic and nonalcoholic drinks to patrons of a bar or cocktail lounge.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Measure liquids carefully and accurately
Be pleasant and neat
Run a cash register
Interact with people
Stand on your feet for long periods of time

**You should prefer to:**

Work with the public

**You should know that:**

You may have to work at night or odd hours.
You should have a good memory.

## ON THE JOB

A bartender mixes and serves alcoholic and nonalcoholic drinks to patrons in a bar. Often a cocktail waiter/waitress assists in serving the drinks and collecting the money. A bartender has to keep an inventory of liquor on hand and make orders to maintain a good supply. Often bartenders prepare garnishes of fruit for drinks as well as wash used glasses.

**JOB TITLE:** BARTENDER **D.O.T.** 312.878

## THINGS TO THINK ABOUT

### Job Characteristics

Often must perform work under pressure
Working conditions vary but are generally pleasant

Job benefits will vary with the employer.

### Advancement:

Head bartender
Self employed

### Related occupations:

Some food preparation jobs

## PREPARATION AND TRAINING

A bartender can easily learn most of the things necessary on the job. There are bartending courses available.

Courses in high school English and mathematics may be helpful.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| varied | $114 |

## WHERE TO GET MORE INFORMATION

SEE YOUR SCHOOL COUNSELOR
OCCUPATIONAL OUTLOOK HANDBOOK

THE DEPARTMENT OF EMPLOYMENT SECURITY OFFICE NEAREST YOU.

Front of this book (Other sources of information).

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**JOB TITLE:**

BELLHOP

A bellhop engages in duties such as paging, running errands and carrying baggage.

**D.O.T.**

324.873

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Get along well with people
Converse well with people
Be courteous at all times
Accept orders from others
Lift fairly heavy weights

### You should prefer to:

Work at a seasonal job
Migrate from one area to another
Work a split schedule
Be neat and well groomed

### You should know that:

It is a difficult life for a married person.
It is a good opportunity to save money since many jobs include room and board.
The number of jobs available is decreasing in some areas due to motel building.

## ON THE JOB

A bellhop has to do many errands connected with serving people. Some of their duties include: carrying baggage, room delivery, serving meals, and paging people. The job often involves split shifts. It does provide a good opportunity to meet many people. If a person likes to travel and have seasonal employment, this is a job to consider. However, there are some large hotels where this is a steady, year round occupation.

**JOB TITLE:** BELLHOP **D.O.T.** 324.878

## THINGS TO THINK ABOUT

### Job Characteristics

Job involves working directly with people and taking orders
Must be courteous and neat
A knowledge of the area is helpful in order to provide information requested by the people served

Job benefits will vary with the employer.

### Advancement:

May move to other better paying jobs within the hotel
Work record generally determines the advancement

### Related occupations:

Elevator attendant
Bell captain
Baggage attendant

## PREPARATION AND TRAINING

There are no specific requirements. Graduation from high school will increase your chances for promotion. Most hotels train their own staff.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 plus overtime | $85 |

## WHERE TO GET MORE INFORMATION

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8/76

JOB TITLE:

D.O.T.

# BLENDING MACHINE OPERATOR

A blending machine operator tends a machine which mixes fibers into uniform blends.

589.885

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Stand for long periods of time
Lift heavy bundles
Follow instructions

### You should prefer to:

Work inside
Work at a machine

### You should know that:

Mostly men are hired for this work,

## ON THE JOB

The blending machine operator sets and controls the feeding mechanism which regulates the feed flow of fiber to the machine according to production instructions. The operator deposits armloads of different fibers into the various feeding hoppers according to blending instructions. The flow of fiber through the machines is observed to avoid clogged rollers. If a roller clogs, the operator stops the machine and cleans the roller. The machine operator is also responsible for some machine maintenance and cleaning.

**JOB TITLE:** BLENDING MACHINE OPERATOR

**D.O.T.** 589.885

## THINGS TO THINK ABOUT

### Job Characteristics

Fairly strenuous work
Work area may be dusty

Job benefits will vary with the employer.

### Advancement:

Supervisor
Inspector of machines

### Related occupations:

Other machine tending jobs

## PREPARATION AND TRAINING

Although one does not need a high school diploma for this work, some high school courses that would be good preparation are general mathematics, shop and English.

On the job training is given.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $111 |

## WHERE TO GET MORE INFORMATION

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8/76

# New Hampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

BICYCLE REPAIRER

The bicycle repairer uses hand and power tools to repair bicycles. They are mechanics specializing in bicycles.

**D.O.T.**

639.884

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Be mechanical
Be able to identify parts by serial number, size and model
Be inventive and good at solving mechanical problems

### You should prefer to:

Deal with the general public, catering to all ages
Work at odd jobs in the winter when business is slow

### You should know that:

You may do direct sales work, selling bicycles and accessories.
Storing and moving bikes often involves heavy lifting.
You may have to do other work for your employer when business is slow.

## ON THE JOB

A bicycle mechanic is constantly learning about new parts and techniques for servicing a wide variety of bikes. They are responsible for maintaining an adequate inventory of parts needed for repair work. The repairer may be responsible for ordering thousands of dollars worth of parts each month.

Customer contacts may call for rapid judgements of what repairs are essential, what repairs the customer can afford and accurate estimates of the cost of a job.

Since you may work in a small area with other repairers, you must be able to concentrate on the job no matter what goes on around you.

The work may be seasonal depending on the size of the company you work for and the climate in your area.

**JOB TITLE:** BICYCLE REPAIRER **D.O.T.** 639.884

## THINGS TO THINK ABOUT

### Job Characteristics

Work can be complicated and hazardous at times
Welding, brazing, filling, painting and tap and die tools will be used on the job
The physical demands can be great

Job benefits will vary with the employer.

### Advancement:

Supervisor
You could learn enough on the job to start your own business.

### Related occupations:

- Assembly work
- Appliance repair person
- Business machine repair person

## PREPARATION AND TRAINING

Vocational courses in mechanics could be helpful.
On the job training usually requires a minimum period of six months to a year.
Most large bicycle manufacturers have a short training program periodically for up-dating the skills of beginners or experienced mechanics.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $106 |

## WHERE TO GET MORE INFORMATION

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JOB TITLE:

D.O.T.

BLUEPRINTING MACHINE OPERATOR

A blueprinting machine operator runs a machine which makes copies of printed material.

979.782

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Have good vision
Make accurate and precise adjustment of machine controls
Stand up for long periods

### You should prefer to:

Work inside
Run a machine

### You should know that:

Care and precision are valuable in this position.

## ON THE JOB

A blueprinting machine operator makes accurate, clear copies of printed material. The operator must examine the original copy and make various adjustments and paper selection which will produce the most accurate copy of the material. After the first run, they examine the copy and make any new adjustments necessary to produce better results. They must keep their machine cleaned and check and refill ammonia supplies.

**JOB TITLE:** BLUEPRINTING MACHINE OPERATOR **D.O.T.** 979.782

## THINGS TO THINK ABOUT

### Job Characteristics

Clean work
Demands attention and precision
Usually, good working conditions

Job benefits vary with the employer.

### Advancement:

Depends on training and experience

### Related occupations:

Machine operating jobs

## PREPARATION AND TRAINING

On the job training is available. High school courses in arithmetic and drafting and blueprinting give a much better chance for advancement.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $117 |

## WHERE TO GET MORE INFORMATION

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New Hampshire VIEW
Vital Information for Education and Work

JOB TITLE:

D.O.T.

## BOARDING MACHINE OPERATOR

589.885

The boarding machine operator runs a machine that shapes and dries hosiery during and after the dyeing process.

### DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

### TO GET THE JOB

**You should be able to:**

Perform your job in an efficient manner
Use your hands well

**You should prefer to:**

Work inside with machines and heavy material

**You should know that:**

The job is demonstrated easily.
Pay is usually base rate plus piece work.

### ON THE JOB

The boarding machine operator's job is one in which the person shapes and dries hose before or after the dyeing process. The job includes that of putting the hose over forms of the machine. In this step, the toe and heel are aligned so that the welt is able to be pressed down to a specific point on the form. After the first process, the conveyor carries the filled set of forms into the drying chamber and then removes them. The boarding machine operator also performs other duties during the process such as increasing and decreasing the steam pressure and regulating the temperature of the dyeing machine.

**JOB TITLE:** BOARDING MACHINE OPERATOR **D.O.T.** 589.885

## THINGS TO THINK ABOUT

### Job Characteristics

Lifting heavy material
Working on all kinds of machines
Generally assisting around the shop

Job benefits will vary with the employer.

### Advancement:

Based on increased speed

### Related occupations:

Cloth bolt winder
Rolling machine operator
Winder operator

## PREPARATION AND TRAINING

The person on this job must have good manual dexterity. Training is done on the job.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $124 |

## WHERE TO GET MORE INFORMATION

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JOB TITLE:

D.O.T.

## BOOKBINDER

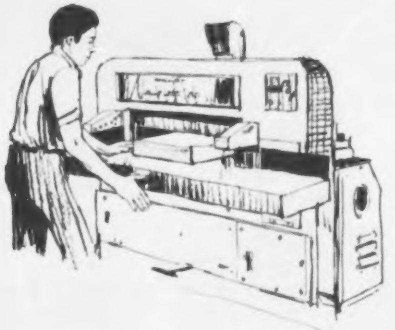
Bookbinders perform many operations of covering books, pamphlets, magazines and other bound, printed material.

977.884

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB



### You should be able to:

See well and use your hands with care and speed
Stand for long periods of time
Learn to use the machinery used in the bookbinding process
Do the mathematics associated with your work
Follow instructions being accurate and careful

### You should prefer to:

Work on your feet
Work with machinery

### You should know that:

You may be asked to join a union.

## ON THE JOB

There are many machines and processes involved in binding a book. Usually one worker doesn't perform all the tasks. Each worker completes certain parts of the process. Some of the different jobs include: running the folding and gathering machines, sewing the pages, trimming the pages, running gluing, backing and covering machines and inspecting. Of course, a bindery is constantly processing new and different material from hard cover books to small pamphlets. Therefore, a person working in a bindery will find that the job will vary. They will be trained as an apprentice to use many machines and will be assigned to many different jobs.

**JOB TITLE:** BOOKBINDER

**D.O.T.** 977.884

## THINGS TO THINK ABOUT

### Job Characteristics

Working in clean surroundings
Working with interesting material
Noisy working conditions sometimes

Job benefits will vary with the employer.

### Advancement:

Supervisor

### Related occupations:

Printing

## PREPARATION AND TRAINING

A high school diploma is usually required. Helpful courses include some shop work to become familiar with machinery, English and mathematics.

There are no formal courses of instruction in the bookbinding trade in the state of New Hampshire.

A period of apprenticeship is usually required.

Experience in other jobs in the printing industry is valuable.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 35-40 | $104 |

## WHERE TO GET MORE INFORMATION

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8/76

**New Hampshire VIEW**

Vital Information for Education and Work

JOB TITLE:

BOOKKEEPER

A bookkeeper maintains the systematic and up-to-date records which are necessary to every good business.

D.O.T.

210.388

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Have a good memory and the ability to concentrate on details
Work with figures easily and operate office machines
Write neatly and legibly

### You should prefer to:

Work inside at a desk job

### You should know that:

Training beyond high school business courses is not always necessary.
Some companies provide on the job training.

## ON THE JOB

A bookkeeper's responsibilities can vary depending on the size of the business. In many small offices, there will be just one bookkeeper who will assume many tasks necessary to keeping a complete set of books. They will probably be involved in filing, preparing and mailing bills, recording daily business transactions and calculating wages and tax payments. It is a lot of responsibility since many things must be kept track of by one person.

In larger firms, there is a bookkeeping department in which each worker is assigned one job. In looking for a bookkeeping position, a person should decide whether they prefer the added responsibility of work in a small office.

**JOB TITLE:** BOOKKEEPER **D.O.T.** 210.388

## THINGS TO THINK ABOUT

### Job Characteristics

Job opportunities exist in all areas where there are business establishments.
Training beyond high school is not always necessary.
Works with figures

Job benefits vary with the employer.

### Advancement:

Head bookkeeper in a large office
Audit clerk
Accountant (with training and experience)

### Related occupations:

Junior accountant
Accountant
Any position doing general office work

## PREPARATION AND TRAINING

High school graduates have an advantage here, especially those who have had a strong business program with courses in math and record keeping.

An Associate Degree (2 additional years) program in Accounting is valuable.

The Vo-Tech Colleges at Berlin and Nashua offer Accounting programs.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $108 |

## WHERE TO GET MORE INFORMATION

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OCCUPATIONAL OUTLOOK HANDBOOK

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8/76

# New Hampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

BOOKKEEPER I

A bookkeeper is usually involved in filing and billing as well as answering the telephone.

**D.O.T.**

210.368

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Type bills and manuscript
Perform basic mathematical functions accurately
Operate office equipment
Be precise and accurate

### You should prefer to:

Work in an office
Work with machinery common to an office
Work with numbers and figures

### You should know that:

It is not always necessary to have advanced training beyond high school.
Some companies provide on the job training.

## ON THE JOB

A bookkeeper's responsibilities vary depending on the size of the business.A bookkeeper I would usually be involved in filing, preparing and mailing bills, answering the phone and recording transactions in the daily journal and ledgers.

In larger firms, there is a head bookkeeper who assigns the other bookkeepers to one particular job. When looking for a job, a bookkeeper should decide if they want the responsibility which goes with a small office or the work of a larger firm.

**JOB TITLE:** BOOKKEEPER I

**D.O.T.** 210.368

## THINGS TO THINK ABOUT

### Job Characteristics

Job opportunities exist where there are business establishments.
Working with figures
Possibly operating different calculators and business machines

### Advancement:

Head bookkeeper in a large office
Audit clerk
Accountant (with post secondary trianing)

### Related occupations:

Accounting
General office work
Bank teller

## PREPARATION AND TRAINING

A high school diploma is necessary. The vocational business program will provide a good background.

An Associate Degree in Accounting is helpful if a person wants to advance in this field.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| | $133 |

## WHERE TO GET MORE INFORMATION

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8/76

# NewHampshire VIEW

Vital Information for Education and Work

JOB TITLE:

BOOTHCO TRIMMER

A boothco trimmer tends a machine that trims edges of shoe heels, outsoles or uppers.

D.O.T.

690.885

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Work standing for most of the day.
Demonstrate good use of hands to perform operations quickly

### You should prefer to:

Work with your hands
Work inside in a shop situation

### You should know that:

Your pay may be based on production or piecework.
You will have to perform your work quickly.
You may work as a member of a production team to produce a product.

## ON THE JOB

A boothco trimmer tends a machine that trims the edges of shoe parts such as heels, outsoles or uppers to remove excess material. Set up, adjustment and operation of the trimming machine are among the duties of this operator. The position may be designated by the part of the shoe being trimmed. For example, the position might be heel-seat trimmer, hell trimmer, top-lift trimmer, etc.

**JOB TITLE:** BOOTHCO TRIMMER **D.O.T.** 690.885

## THINGS TO THINK ABOUT

### Job Characteristics

Inside work
Generally, clean and well lighted working conditions

Job benefits will vary with the employer.

### Advancement:

Department supervisor
Floor supervisor

### Related occupations:

Buffer

Sole cementer

## PREPARATION AND TRAINING

High school graduate preferred
On the job training is available.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| | $95 |

## WHERE TO GET MORE INFORMATION

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8/76

**NewHampshire VIEW**
Vital Information for Education and Work

JOB TITLE:

D.O.T.

BRAIDING MACHINE OPERATOR
(Asbestos Production, narrow fabrics)

A braiding machine operator tends a machine which braids yarn into narrow fabrics.

689.885

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Stand for long periods of time
Work well with your hands
Follow instructions

### You should prefer to:

Work inside
Work at a machine

### You should know that:

## ON THE JOB

Braiding machine operators thread the machine, adjust tension and guides as well as starting the machine. They observe the machine while it is running to detect breaks in the yarn and tie and glue them back together. They remove full rolls of braided material and stack them.

This is a job that contributes an important function in seeing that the yarn is in perfect condition to make superior fabrics.

JOB TITLE: BRAIDING MACHINE OPERATOR

D.O.T. 689.885

## THINGS TO THINK ABOUT

### Job Characteristics

Must pay attention to the functioning of the machine

Job benefits will vary with the employer.

### Advancement:

Inspector
Supervisor

### Related occupations:

Machine tending jobs

## PREPARATION AND TRAINING

This job does not require a high school diploma. However, the following courses are helpful preparation: shop, general mathematics, English and mechanics. On the job training is given.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $108 |

## WHERE TO GET MORE INFORMATION

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8/76

JOB TITLE:

BRAKE OPERATOR, POWER

A power brake operator sets up and operates a power brake machine which bends metal pieces.

D.O.T.

617.380

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Read and interpret blueprints
Make precise adjustments
Keep accurate production records
Lift heavy weights

### You should prefer to:

Work with machinery
Work inside

### You should know that:

Work must be checked periodically for accuracy
Work may demand crane operation for lifting and positioning heavy materials

## ON THE JOB

A power brake operator sets up and operates a power brake. This machine bends, punches, forms rolls or straightens metal plates and structural shapes. The brake operator must make the proper adjustments on this machine to perform the required work for each job. Sometimes, there are many adjustments which must all be exact.

During production, a brake operator must check work and machine set up to assure perfect production. Some metal may have to be heated in a furnace or with an oxyacetylene torch before it is cut or bent.

**JOB TITLE:** BRAKE OPERATOR, POWER

**D.O.T.** 617.380

## THINGS TO THINK ABOUT

### Job Characteristics

Steady work
Noisy and sometimes hot working conditions
Heavy work

Job benefits will vary with the employer.

### Advancement:

Supervisory position
Heavy duty brake operator

### Related occupations:

Heavy duty brake operator
Press brake operator
Sheet metal brake operator

## PREPARATION AND TRAINING

High school vocational courses will help you judge whether working with machines is for you.

If you have finished high school and are interested in further training, you might check the courses in Machine Tool Processes and Machine Tool Repair which are offered at the Vo-Tech Colleges at Berlin, Claremont, Laconia, Manchester, Nashua and Portsmouth.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $104 |

## WHERE TO GET MORE INFORMATION

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# New Hampshire VIEW

Vital Information for Education and Work

JOB TITLE:

BRICKLAYER

D.O.T.

861.381

A bricklayer or brickmason is a skilled craftsman who builds using brick, cinder blocks, gypsum and structural tile.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Carry heavy loads
Be on your feet all day
Be mathematically accurate
Work with different tools and equipment

### You should prefer to:

Work outdoors
Work with hands and tools

### You should know that:

Safety is very important and you may be required to join a union.
You must usually buy your own tools.
Knowledge of blueprint reading is helpful.

## ON THE JOB

Bricklaying is a skilled craft. A bricklayer must have knowledge of all of the different materials and tools to be used. A mistake can be dnagerous and costly since a job poorly done may fall down. Knowledge and care are the two most important things in bricklaying.

A bricklayer or brickmason builds walls, partitions, fireplaces, chimneys and other things constructed with bricks or other materials in block form. The tradesperson uses mortar to hold the bricks in place. They may sometimes have a complicated design to construct. The work can sometimes require travel since each job must be done in a different place.

**JOB TITLE:** BRICKLAYER **D.O.T.** 861.381

## THINGS TO THINK ABOUT

### Job Characteristics

May be self employed
Opportunity for indoors and outdoors work
May be dangerous when working from a ladder or scaffolding

Job benefits will vary with the employer.

### Advancement:

Self employed
Masonry supervisor in a large construction company

### Related occupations:

Carpenter
Plumber
Plasterer

## PREPARATION AND TRAINING

Math is a must. High school shop helps in learning to handle tools and machinery. Although an apprenticeship is a good idea, it is not always available.

Many bricklayers or masons start as hod carriers and learn on the job.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 plus overtime | $180 |

## WHERE TO GET MORE INFORMATION

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**JOB TITLE:**

BRICKLAYER HELPER

**D.O.T.**

861.887

A bricklayer helper assists a bricklayer or stonemason in his work. The helper performs a variety of duties associated with building with stone and brick.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Lift heavy weights
Bend, kneel, stoop, stretch
Work well with your hands
Follow instructions

### You should prefer to:

Work inside and outside

Work with others

### You should know that:

You may be required to join a union.

## ON THE JOB

Bricklayer helpers may have a wide variety of jobs. The helpers will probably carry bricks or stones to the construction site. They may use a wheelbarrow. Using a machine or shovel, they mix mortar according to directions. They must keep the bricklayer supplied with mortar and move the mortar board so it is convenient to the bricklayer's work area. The helper may clean finished walls and finish off mortar joints.

**JOB TITLE:** BRICKLAYER HELPER **D.O.T.** 861.887

## THINGS TO THINK ABOUT

### Job Characteristics

Strenuous work
May be exposed to different kinds of weather and bad working conditions
Work area may be dirty and noisy

Job benefits will vary with the employer.

### Advancement:

Bricklayer
Bricklayer supervisor
Mason

### Related occupations:

Other helper jobs in the building industry

## PREPARATION AND TRAINING

On the job training is given to people who enter this work. If interest and ability is shown, a helper may become an apprentice and learn the trade. Building trades courses available in many high schools may be helpful.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $110 |

## WHERE TO GET MORE INFORMATION

SEE YOUR SCHOOL COUNSELOR
OCCUPATIONAL OUTLOOK HANDBOOK

THE DEPARTMENT OF EMPLOYMENT SECURITY OFFICE NEAREST YOU.

Front of this book (Other sources of information).

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8/76

NewHampshire VIEW
Vital Information for Education and Work

**JOB TITLE:**

BROADCAST ENGINEER

A broadcast engineer is responsible for various aspects of operating, maintaining and installing audio and video transmitters and other electronic equipment in a radio or TV station.

**D.O.T.**

003.187

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Have knowledge and training in electronics, specifically in communications equipment
Have mechanical ability
"Troubleshoot" problems and make repairs to equipment
Be able to work independently and responsibly

### You should prefer to:

Work in the field of electronics

### You should know that:

You will have to take a test and acquire a license.

## ON THE JOB

A radio engineer works with different types of communications equipment in radio and TV stations. They may handle fairly simple equipment such as microphones, sound recorders and lighting equipment. They also work with complex transmitting equipment. They must know Federal Communications regulations to be responsible for operating and broadcasting within the regulations.

This job requires a good background in electronics because it is the radio engineer's job to make sure that all equipment is properly adjusted and functioning well. They must also make all necessary repairs to maintain constant operation. In large stations, a radio engineer may be in charge of a crew of technicians.

**JOB TITLE:** BROADCAST ENGINEER **D.O.T.** 003.187

## THINGS TO THINK ABOUT

### Job Characteristics

Good working conditions
May have to work under pressure of deadlines at times
Job responsibilities vary depending on the size of the station

Job benefits will vary with the employer.

### Advancement:

Chief engineer
Supervisory technician

### Related occupations:

A person with training in electronics can find jobs in many fields.

## PREPARATION AND TRAINING

A person can begin preparing for a career in electronics through courses in high school algebra, trigonometry, physics and other sciences and any courses in electricity and electronics.

After high school, additional training in electronics is necessary. This can be acquired through programs offered at the Vo-Tech Colleges.

To enter this field, a license from the Federal Communications Commission is required. This is obtained by passing a test which covers both theory and its application.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $166 |

## WHERE TO GET MORE INFORMATION

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JOB TITLE:

BUILDING CUSTODIAN (JANITOR)

D.O.T.

382.884

The work of a custodian or janitor is unskilled. They do all of the tasks necessary to keep the inside and outside of a building clean.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Do thorough and efficient cleaning
Do physical work such as bending, stretching, lifting, etc.
Operate different equipment
Read and write
Walk and stand for long periods of time

### You should prefer to:

Work mostly inside
Work alone

### You should know that:

You may have to work at night.
No high school diploma is necessary.

## ON THE JOB

Custodians or janitors perform many cleaning tasks. They must keep floors clean. They will be responsible for keeping bathroom facilities clean and fresh smelling. They will have to keep the supply of soap, paper towels and drinking cups available. They may have to clean water fountains and empty trash containers.

Maintaining outside grounds may also be a custodian's job. They may have to shovel snow and operate many kinds of equipment as well as be expected to paint, move furniture and do minor plumbing and carpentry.

A custodian may have to do the work at night when the offices and areas to be cleaned are empty.

**JOB TITLE:** BUILDING CUSTODIAN (JANITOR) **D.O.T.** 382.884

## THINGS TO THINK ABOUT

### Job Characteristics

Work is usually clean and not heavy labor
Most work is inside
Work contact is usually with professional people
Work is often at night and alone

Job benefits will vary with the employer.

### Advancement:

On a large staff of custodians, advancement to a supervisory position

### Related occupations:

## PREPARATION AND TRAINING

For information about opportunities in custodial work and training programs under the manpower training program, contact the local office of the New Hampshire Department of Employment Security.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 plus overtime | $101 |

## WHERE TO GET MORE INFORMATION

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**JOB TITLE:**

BUILDING INSPECTOR

The building inspector checks the construction of new buildings, alterations or additions to existing buildings.

**D.O.T.**

168.010

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Read blueprints thoroughly
Write understandable reports

**You should prefer to:**

Work outdoors
Work on your own with little supervision
Make your own decisions

**You should know that:**

Several years of experience as a carpenter, bricklayer, structural steel worker, plumber or other craft is required

## ON THE JOB

The building inspector's function is to insure conformity to building codes. If they work for an architect, contractor or the Federal or State government, they assure their employer that the specifications of structural materials, methods and workmanship are met. They must plan their visits to coincide with the completion of the various stages of construction which require inspection. They must notify the construction or job supervisor if any substandard work is noticed.

They may also be responsible for issuing building permits, keeping records and submitting detailed reports to courts concerning any legal action.

They perform a very important function in the building trades.

**JOB TITLE:** BUILDING INSPECTOR **D.O.T.** 168.010

## THINGS TO THINK ABOUT

### Job Characteristics

Work in all kinds or weather
Travel from site to site
High school diploma required

Job benefits will vary with the employer.

### Advancement:

### Related occupations:

Builder
Electrician
Any construction job

## PREPARATION AND TRAINING

The building inspector is required to have a high school diploma. A background in technical mathematics, drafting, industrial arts and English (writing reports) is especially helpful.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $144 |

## WHERE TO GET MORE INFORMATION

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# New Hampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

BUFFER

A buffer tends a machine that smoothes or roughens shoe parts.

**D.O.T.**

690.885

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Lift heavy boxes of shoe parts
Work standing for most of the day

### You should prefer to:

Work with your hands
Work inside in a shop situation

### You should know that:

Your pay may be based on production or piecework.
You will have to perform your work quickly.

## ON THE JOB

A buffer tends a machine that smoothes or roughens shoe parts by one of the following methods: 1)holds and presses part against and abrasive cylinder or wire wheel to clean and prepare the part for cementing, 2)feeds sole between rubber and abrasive-coated roller to roughen the part for cementing. The job may be designated according to the type of material brushed or sanded such as a crepe-sole wire brusher.

**JOB TITLE:** BUFFER **D.O.T.** 690.885

## THINGS TO THINK ABOUT

### Job Characteristics

Inside work
Some physical strength is needed to perform this job.

Job benefits will vary with the employer.

### Advancement:

Department supervisor
Floor supervisor

### Related occupations:

Crepe sole wire brusher
Sole cementer
Boothco trimmer

## PREPARATION AND TRAINING

High school graduate preferred
On the job training is available.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| | $84 |

## WHERE TO GET MORE INFORMATION

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**JOB TITLE:**

BULK MILK COLLECTOR

**D.O.T.**

905.883

A bulk milk collector drives a heavy truck to milk suppliers and back to the company or plant. They also sample and test milk for acceptability.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Do basic math problems
Know how to perform basic technical analysis of milk
Drive a heavy truck daily
Climb in and onto receiving tanks

### You should prefer to:

Follow prescribed regulations and directions
Meet people daily
Perform simple scientific tests
Drive and travel prescribed routes

### You should know that:

You will need to take a physical examination.
You must not be troubled by major breathing problems when working in cold weather or doing heavy work.

## ON THE JOB

This job is unique in the fact that you are required to have a license issued by the State Department of Agriculture, Dairy Division, State Annex, Concord, N.H.. This department will issue a primer for study to help you pass the examination.

**JOB TITLE:** BULK MILK COLLECTOR **D.O.T.** 905.883

## THINGS TO THINK ABOUT

### Job Characteristics

Work is not strenuous
Requires climbing and lifting weights up to 50 lbs. on a daily basis

Job benefits will vary with the employer.

### Advancement:

Field contractor
Bulk plant manager
Supervisory capacity in a milk product factory

### Related occupations:

Inspector
Laboratory technician

## PREPARATION AND TRAINING

High school graduates are preferred although a diploma is not necessary. Vocational agriculture and basic arithmetic courses are helpful. Knowledge of automobile and farm vehicle mechanics is also useful. Experience on a dairy farm or related work is good.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $121 |

## WHERE TO GET MORE INFORMATION

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# New Hampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

BUS DRIVER

A bus driver is a public chauffeur who may drive long distances from city to city or locally within a city.

**D.O.T.**

913.463

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

CHARTER
U229

## TO GET THE JOB

### You should be able to:

Work well without close supervision
Assume responsibility and be able to make independent judgements
Exhibit good co-ordination and have a very good driving record
Pass a physical examination

### You should prefer to:

Be courteous and considerate of other people
Have a job with a great deal of responsibility

### You should know that:

You will be responsible for routine maintenance of the bus you drive.
You may have to adhere to a specified schedule of stops on your route.
You will have to maintain safe driving habits.

## ON THE JOB

Some bus drivers drive long distances from city to city. Others drive local buses from place to place in one city or town. Driving a bus full of people in traffic can be very tiring and hard on the bus driver's nerves. A bus driver may have trouble holding a schedule when traffic is heavy or if they have to collect a lot of fares. No matter how tired or nervous a bus driver may become, it is necessary for the driver to be courteous and friendly to passengers.

**JOB TITLE:** BUS DRIVER **D.O.T.** 913.463

## THINGS TO THINK ABOUT

### Job Characteristics

May be physically tiring and hard on the driver's nerves

This is a people contact job and requires a great deal of courtesy and friendliness with customers.

Job benefits will vary with the employer.

### Advancement:

Tour bus driver
Dispatcher
Company supervisor

### Related occupations:

Truck driver
Taxi cab driver

## PREPARATION AND TRAINING

High school graduate preferred
Completion of requirement for special bus driver's license

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| | $126 |

## WHERE TO GET MORE INFORMATION

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**New Hampshire VIEW**
Vital Information for Education and Work

**JOB TITLE:**

BUSINESS MACHINE SERVICER

A business machine servicer repairs and services office machines such as adding machines, calculators, typewriters, etc..

**D.O.T.**

633.281

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Be persistent and patient in finding the cause of trouble in the machine
Be pleasent and neat since most work is done in offices
Have technical ability
Use your hands to do delicate repair operations

**You should prefer to:**

Work with mechanical things

**You should know that:**

Applicants may have to pass mechanical and general aptitude tests.
This job may require sales of office equipment as well as repair.

## ON THE JOB

Business machine servicers do maintenance and repair of many types of office equipment such as typewriters, cash registers and more complicated data processing devices. A servicer may specialize in work on a particular type of machine or may be a generalist. Servicers may work in a repair shop or they may do on-site repair.

**JOB TITLE:** BUSINESS MACHINE SERVICER **D.O.T.** 633.281

## THINGS TO THINK ABOUT

### Job Characteristics

Little danger of injury
Clean working conditions
You will be on call which means that you will frequently not know your schedule in advance.

### Advancement:

Owner of an independent repair shop
Service manager
Sales associate for office machine company

### Related occupations:

Any other equipment service and maintenance work

## PREPARATION AND TRAINING

There are several training opportunities in this work. Office machine companies hire untrained people and train them through their own programs. Technical and vocational school courses are good preparation. On the job training is found in some service shops.

Those interested in repair of electronic or electro-mechanical equipment are required to have one or more years of special training in this field.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $117 |

## WHERE TO GET MORE INFORMATION

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8/76

**JOB TITLE:**

BUTCHER

**D.O.T.**

525.381

A butcher turns an animal into meat. There are quite a number of operations involved in this transformation. Most of the steps require being pretty handy with the knife and cleaver.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Lift, push, pull and carry heavy and hard to handle pieces of meat
Use various hand tools such as cleavers, knives and saws
Have strong arms, hands and back
Follow directions and be careful and accurate in your work

### You should prefer to:

Do fairly heavy work
Work inside in a cool area

### You should know that:

You may be required to join a union.

## ON THE JOB

Butchers perform the slaughtering and meat dressing operations in a meat packing plant. They kill, skin and clean (eviscerate) the animal and remove all unusable parts. They cut out, trim and sort all marketable portions of the meat, sawing and cutting them into certain cuts such as steaks, chucks, hams, chops and roasts. They may weigh different portions and keep records. They may prepare some cuts for further processing such as smoking, seasoning or salting.

**JOB TITLE:** BUTCHER **D.O.T.** 525.381

## THINGS TO THINK ABOUT

### Job Characteristics

Good demand for skilled butchers
Heavy work
Sometimes rather messy and smelly

Job benefits will vary with the employer.

### Advancement:

Self employed
Meat cutter
Department manager

### Related occupations:

Slaughter house worker
Butcher on fish

## PREPARATION AND TRAINING

There are a variety of ways to enter this trade. Some training programs are offered at vocational technical training facilities. Some plants offer on the job training.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $179 |

## WHERE TO GET MORE INFORMATION

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**JOB TITLE:**

CABINET MAKER

**D.O.T.**

660.280

The cabinet maker makes, repairs and installs wooden cabinets, furniture, shelves, paneling and partitions.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

- Stand for long periods of time
- Work rapidly and with precision
- Carry objects weighing up to 50 pounds
- Tolerate dust and wood shavings
- Read and understand blueprints

**You should prefer to:**

- Do precise, painstaking work
- Do creative work
- Work with power and hand tools

**You should know that:**

- Working conditions will vary depending on whether the job is in a factory, cabinet shop or self employed.
- Safety is very important.

## ON THE JOB

A cabinetmaker is a skilled worker who specializes in making wood products. Many cabinetmakers work in factories or shops on an assembly type basis. They specialize in one operation, passing the part onto the next worker. However, in many of the small shops, a cabinetmaker will perform all the operations necessary.

In some cases, the cabinetmaker will do custom work which includes carving and decorative work as well as assembling built-in units in the customer's home. They may also build staircases.

**JOB TITLE:** CABINETMAKER

**D.O.T.** 660.280

## THINGS TO THINK ABOUT

### Job Characteristics

Most factories are well lighted and ventilated
Wood dust, noise and vibrations of machinery are part of the work surroundings
Cabinetmakers usually work a standard 40 hour week

Job benefits will vary with the employer.

### Advancement:

Apprentice to journeyman
Supervisor, superintendent or estimator
Self employed

### Related occupations:

Finish carpenter

## PREPARATION AND TRAINING

High school subjects which will prepare you for this occupation include wood and metal shop, mechanical drawing, elementary algebra and geometry, art and English.

After high school, a person must go through four years of apprenticeship training before attaining journeyman status.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $200 |

## WHERE TO GET MORE INFORMATION

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8/76

NewHampshire VIEW
Vital Information for Education and Work

**JOB TITLE:**

CABLE SPLICER

The cable splicer connects lengths of cable together.

**D.O.T.**

829.381

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Work in high places without fear
Pass a physical examination
Work outdoors in all kinds of weather when necessary

### You should prefer to:

Do electrical work
Do strenuous work

### You should know that:

The work may be dangerous
Many cable splicers work for the Telephone Company
Military training in skills related to cable splicing are considered good training

## ON THE JOB

The cable splicer creates smaller cables from the main cable to provide neighborhood and individual customer service. They do this by opening the cable, counting out from the center to the desired group of pairs and splicing them properly. The cable splicer also installs related hardware and repairs and maintains cable lines.

A great deal of work is presently being done to convert overhead wires to underground cables. Cable splicing is strenuous work requiring strength and stamina.

**JOB TITLE:** CABLE SPLICER **D.O.T.** 829.381

## THINGS TO THINK ABOUT

### Job Characteristics

Knowledge of the nature and functions of electricity
Strict adherence to safety regulations on the job
Unusual working hours during emergencies

Job benefits will vary with the employer.

### Advancement:

Line installer/repairer
Electrician

### Related occupations:

Maintenance mechanic
Office machine servicer
Electrician

## PREPARATION AND TRAINING

The cable splicer is trained almost exclusively on the job. Other than company programs, there are no public training programs for cable splicing. A good high school education is the best preparation with courses in math, science and electricity.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $117 |

## WHERE TO GET MORE INFORMATION

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**JOB TITLE:**

CAFETERIA WORKER

**D.O.T.**

311.878

There is a wide variety of jobs performed by a cafeteria worker. The jobs range from food preparation and serving to cleaning up.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Stand for long periods of time
Work quickly and efficiently under pressure
Work well with others and follow directions
Work well with your hands

**You should prefer to:**

Work with the public
Work in food service

**You should know that:**

Cafeterias are found in places such as hospitals, schools, colleges and places of business

## ON THE JOB

A cafeteria worker may perform several different jobs before, during and after the meal. Food preparation involves using kitchen equipment both mechanical and manual. The cafeteria worker helps with serving, putting food on trays and cleaning dishes. Frequently, trays and dishes must be collected and washed and tables cleaned.

**JOB TITLE:** CAFETERIA WORKER **D.O.T.** 311.878

## THINGS TO THINK ABOUT

### Job Characteristics

Working conditions may be hot sometimes
Pressure is sometimes great at meal times
Clean work

Job benefits will vary with the employer.

### Advancement:

Cook, baker, salad chef

### Related occupations:

Restaurant work (waitress, waiter, kitchen help)

## PREPARATION AND TRAINING

Many high schools offer courses in food preparation and related subjects. On the job training is usually given new employees. Those interested in advancement in the field will improve their chances greatly by taking food service courses at the post secondary level.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $108 |

## WHERE TO GET MORE INFORMATION

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# New Hampshire VIEW

Vital Information for Education and Work

JOB TITLE:

CALCULATING MACHINE OPERATOR

D.O.T.

216.488

Some of the machines you might learn to operate are: billing, adding, calculating, mail preparing and handling, embossing, duplicating, tabulating and sorting.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Learn office procedure
Be a careful worker
Sit for long periods of time
Move your hands and fingers quickly and easily

### You should prefer to:

Work inside
Have a "sit down" job

### You should know that:

Graduation from high school or business school is usually required.
On the job training for some machines may be necessary.

## ON THE JOB

There are many different office machines which range in difficulty of operation. Almost all machines are operated by buttons, keys, small levers and switches. The kind of machine you operate will depend on the type of office in which you work.

Because of the noise of the machine, operators who work in large companies usually have separate working areas away from other company offices. You usually do not come in contact with the public. You sit at your machine most of the day. In a smaller company, you might have more contact with people. You may also have a greater variety of jobs to do.

**JOB TITLE:** CALCULATING MACHINE OPERATOR **D.O.T.** 216.488

## THINGS TO THINK ABOUT

### Job Characteristics

Clean working conditions
The job is not physically tiring.
Office machines are sometimes noisy
Work may be monotonous

Job benefits will vary with the employer.

### Advancement:

Office manager

### Related occupations:

Secretary
Stenographer
Clerk typist
File clerk
Receptionist
Switchboard operator

## PREPARATION AND TRAINING

A high school diploma is usually required. A business course with training in the operation of business machines is very valuable. This will reduce the amount of on the job training required.

The N.H. Vo-Tech Colleges at Claremont, Laconia and Nashua offer programs in Secretarial Science as does Berlin.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $98 |

## WHERE TO GET MORE INFORMATION

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8/76

JOB TITLE:

D.O.T.

# CALENDER MACHINE OPERATOR

A calender machine operator runs a machine which presses asbestos materials into a uniform thickness and finish.

583.885

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Stand for long periods of time
Lift fairly heavy bundles
Work well with your hands
Make accurate adjustments and measurements

### You should prefer to:

Work indoors
Work at a machine

### You should know that:

No special education is required.

## ON THE JOB

A calender machine operator tends a calender machine which is used in the production of asbestos cloth, tape, rope and brake linings. The machine operator feeds it with asbestos material and regulates the pressure and temperature of the rollers. The operator checks the thickness and width of the material with a micrometer and tape measure. Then, the tender makes adjustments to assure that the finished product will meet specifications. The operator keeps records of the material processed and checks the finished product fcr defects.

**JOB TITLE:** CALENDER MACHINE OPERATOR **D.O.T.** 583.885

## THINGS TO THINK ABOUT

### Job Characteristics

Clean working conditions
Subject to varying temperatures
Fairly heavy work

Job benefits will vary with the employer.

### Advancement:

Supervisor

### Related occupations:

Machine tending of any kind

## PREPARATION AND TRAINING

On the job training is provided by the employer.

Mechanical ability and experience are helpful. High school courses such as shop, mechanics and math are good preparation.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $134 |

## WHERE TO GET MORE INFORMATION

SEE YOUR SCHOOL COUNSELOR
OCCUPATIONAL OUTLOOK HANDBOOK

THE DEPARTMENT OF EMPLOYMENT SECURITY OFFICE NEAREST YOU.

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8/76

**JOB TITLE:**

CAMP COUNSELOR

A camp counselor supervises training and recreactional programs in day camps and overnight camps.

**D.O.T.**

159.228

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Explain things to others easily
Have a lot of patience
Accept responsibility for the welfare of others

### You should prefer to:

Work outside
Work as a team leader
Work with other people

### You should know that:

In some camps, counselors will all live together in one building like an army barracks.
In day camps, you will probably work with younger children.
Many overnight camps are operated by scouting groups.

## ON THE JOB

A camp counselor teaches such skills as outdoor sports or handcrafts. Some work in day camps. Others work in camps with tents or shelters where campers stay for weeks at a time. The ones who work in day camps usually work with young children. Counselors at day camps usually live at home and commute to work. A nature lore counselor teaches campers to identify plants and animal signs. Swimming counselors teach people how to swim as well as water safety. They also teach good swimmers life saving skills. Other counselors teach first aid, physical fitness, canoeing, archery or woodcarving.

**JOB TITLE:** CAMP COUNSELOR **D.O.T.** 159.228

## THINGS TO THINK ABOUT

### Job Characteristics

Work is often outside
You may be responsible for many young people's behavior and activities.
Room and board are usually considered part of your pay in the camps which require you to live there.

### Advancement:

Head counselor'
Camp manager
Camp proprietor

### Related occupations:

Recreation worker
Swimming instructor
Child-Day Care worker
Boy's/Girl's Club or YMCA/YWCA Director

## PREPARATION AND TRAINING

High school graduate preferred
College students often hold this job during their summer break

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
|  | $400 per season (plus room and board at an overnight camp) |

## WHERE TO GET MORE INFORMATION

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8/76

New Hampshire VIEW
Vital Information for Education and Work

**JOB TITLE:**

CAMPGROUND CARETAKER

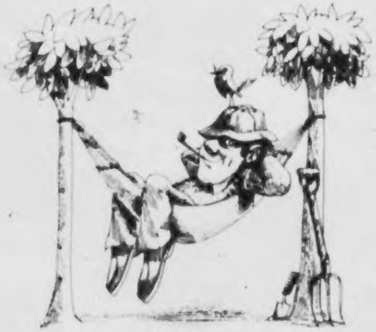
The campground caretaker takes care of the campground doing routine maintenance as well as taking care of tents, trailers and grounds.

**D.O.T.**

407.887-010

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?



## TO GET THE JOB

### You should be able to:

Accept responsibility for someone else's property
Carry out tasks without direct supervision

### You should prefer to:

Work oudoors
Work with heavy outdoor equipment

### You should know that:

There are state/national laws pertaining to outdoor campground workers.
You must have knowledge of camping equipment.
You must have knowledge of water supply and sewage disposal.

## ON THE JOB

As a campground caretaker, your jobs as well as your job title will vary. Helping to set up tents and trailers may be part of your job. Taking care of campfires, checking on wood and water supplies are other duties. Routine maintenance and the reporting of necessary major repairs are also required. Traditionally, this has been a summer job. Recent interest in snowmobiling has made it a year round position in some places.

Some campgrounds furnish caretakers with a house and truck. Their salary is then proportionately lower than that of the caretaker who isn't supplied with these.

Many caretakers work with other help. If they are a manager, they may hire the help.

**JOB TITLE:** CAMPGROUND CARETAKER **D.O.T.** 407.887-010

## THINGS TO THINK ABOUT

### Job Characteristics

Outdoor work
Long or "late and early" hours
Variety of personalities to cope with
Heavy summer work
Requires a person to be in good health
Job benefits will vary with the employer.

### Advancement:

Private industries hire trained workers familiar with the woods.
Chief of campground caretakers

### Related occupations:

Forestry aides
Scientific management of forest land and water supplies
Forest range manager
Conservation worker

## PREPARATION AND TRAINING

A high school diploma is usually required, especially for advancement. Boy or Girl Scout experiences can assist you in assessing your interest in this type of work. A summer job as a camp counselor or working at a campground might be helpful.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $130 |

## WHERE TO GET MORE INFORMATION

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8/76

New Hampshire VIEW
Vital Information for Education and Work

JOB TITLE:

D.O.T.

CARD TENDER
(asbestos production, textile)

680.885

This is a machine tending job. A carding machine opens, cleans and aligns fibers and converts the fibers into "slivers".

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Work well with your hands
Stand for long periods of time
Do fairly heavy work

### You should prefer to:

Work inside
Have a machine tending job

### You should know that:

## ON THE JOB

A card tender feeds the carding machine with loose fibers. First, they may have to thread the machine with fiber. While the machine is running, the tender checks for breaks in the sliver and keeps the machine supplied with fiber. Tenders are responsible for some machine maintenance such as cleaning and oiling it.

**JOB TITLE:** CARD TENDER (asbestos production, textile) **D.O.T.** 680.885

## THINGS TO THINK ABOUT

### Job Characteristics

Fairly strenuous work
Work area may be dusty

Job benefits will vary with the employer.

### Advancement:

Senior card tender
Supervisor

### Related occupations:

Other machine tending jobs
Other mechanical jobs

## PREPARATION AND TRAINING

On the job training is given. There are few educational requirements but high school graduates will be given preference. Courses in high school such as general math and vocational courses are helpful.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $130 |

## WHERE TO GET MORE INFORMATION

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# New Hampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

CARETAKER, HOUSE

The caretaker does any of the work required around the house or building.

**D.O.T.**

323.887

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Take orders from other people
Clean, repair and take care of house or office furnishings
Have physical strength for lifting and heavy work

### You should prefer to:

Work at different jobs
Work with your hands

### You should know that:

Room and board is sometimes included with the job
Neatness and efficiency are important
Honesty is essential

## ON THE JOB

A caretaker's work will vary greatly depending on their employer. They may work in a private home or in a large hotel. Work in a private home or estate will tend to be less structured and more varied. Jobs generally performed by caretakers include: general cleaning, care of grounds, maintenance and repair of buildings, etc..

The hotel caretaker will find their job much more structured and less varied. Their duties will include: cleaning rooms, repair of furniture and building maintenance.

**JOB TITLE:** CARETAKER, HOUSE

**D.O.T.** 323.887

## THINGS TO THINK ABOUT

### Job Characteristics

Work will be varied
Job involves cleaning, maintenance and repair
Depends a great deal who you work for

Job benefits will vary with the employer.

### Advancement:

Advancement within the job
If working for a large hotel, possibilities for advancement are good.

### Related occupations:

Valet
Groundskeeper

## PREPARATION AND TRAINING

For most caretakers there are no formal education requirements. However, any education will broaden your background and make you more valuable to your employer. Some schools are offering training courses in service occupations.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $85 |

## WHERE TO GET MORE INFORMATION

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8/76

# New Hampshire VIEW

Vital Information for Education and Work

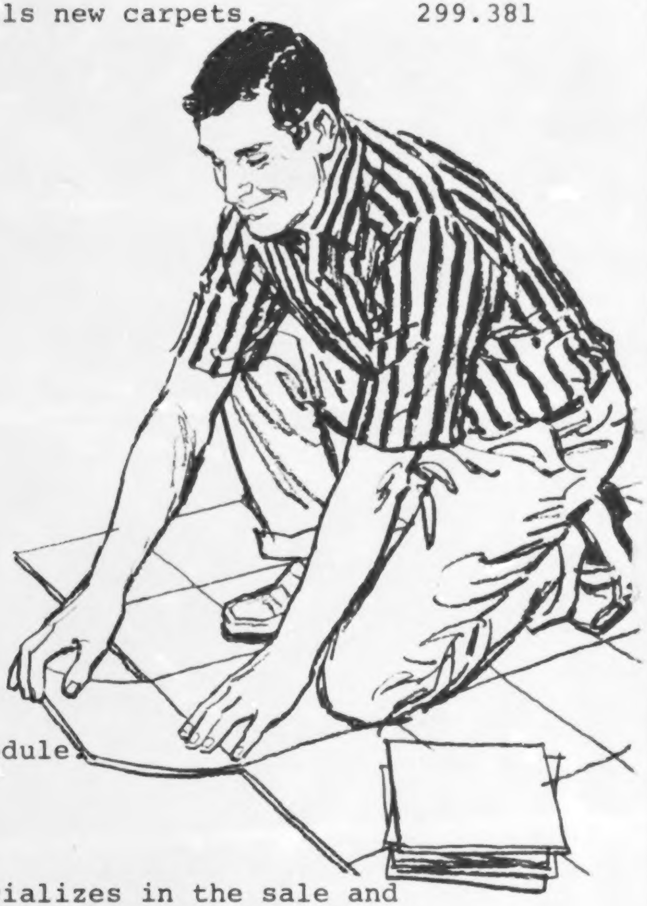
**JOB TITLE:**

**D.O.T.**

## CARPET LAYER

A carpet layer installs new carpets.

299.381



## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Follow instructions
Do precise mathematical computations and measuring
Kneel and bend a lot
Work well by yourself

### You should prefer to:

Work indoors
Work on your own most of the time

### You should know that:

You may have to complete jobs according to a definite schedule.
There are minimum education requirements.

## ON THE JOB

A carpet layer usually works for a company which specializes in the sale and installation of floor coverings. After the sale of the floor covering, the carpet layer measures and cuts the carpet and padding to size and tacks it in place on the floor. The installer may sew sections of carpeting together by hand. They may also install such other floor coverings as linoleum and tile.

**JOB TITLE:** CARPET LAYER **D.O.T.** 299.381

## THINGS TO THINK ABOUT

### Job Characteristics

Clean work
Work is hard on back and knees
Steady employment

Job benefits will vary with the employer.

### Advancement:

Job foreperson
Store manager

### Related occupations:

Paperhanger
Floorlayer

## PREPARATION AND TRAINING

The usual means of entering this occupation is through on the job training. Some companies offer an apprenticeship program. There are some trade school and correspondence courses available.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $117 |

## WHERE TO GET MORE INFORMATION

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8/76

NewHampshire VIEW
Vital Information for Education and Work

**JOB TITLE:**

CARPENTER

Carpenters build and repair structures of wood, plywood and wallboard. In this work, they use both hand and power tools.

**D.O.T.**

860.381

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Shape materials to prescribed measurements using saws, chisels, planes, etc.
Have full use of your arms and legs
Climb, lift, stoop and bend

### You should prefer to:

Work outdoors
Work with hand and power tools

### You should know that:

You may have to enter an apprenticeship program.
You must be at least 18 to operate equipment unless in a school or supervised program.
You may be required to join a union.

## ON THE JOB

The majority of carpenters work for contractors and home builders in the construction industry. Others do remodeling work or have an independent business. Some are employed by factories to do repair work.

In addition to reading and following blueprints to frame and construct a house, carpenters also construct frames for cement work and erect scaffolding. There are often personnel designated as layout carpenter, fininsh carpenter, house carpenter, etc..

**JOB TITLE:** CARPENTER

**D.O.T.** 860.381

## THINGS TO THINK ABOUT

### Job Characteristics

Satisfaction of making useful things of lasting value
Work is somewhat seasonal (Some carpenters in construction are laid off in the winter.)
You are expected to purchase your own tools

Job benefits will vary with the employer.

### Advancement:

Specialist carpenter
Supervisor

### Related occupations:

Electrician
Plumber

## PREPARATION AND TRAINING

High school graduation plus additional training is strongly recommended. Vocational courses such as drafting, shop mechanics, building trades and woodworking are very helpful in preparation.

There is a two to four year apprenticeship during which you will receive supervised on the job training. Many employers place trainees under supervisors who advance them as they demonstrate skill improvement. Some carpenters enter the trade as helpers.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $163 |

## WHERE TO GET MORE INFORMATION

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8/76

**New Hampshire VIEW**
Vital Information for Education and Work

**JOB TITLE:**

CARPENTER, PLANT

The plant carpenter does almost any kind of carpentry which is needed done in the plant.

**D.O.T.**

860.281

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Use all carpenter tools
Work under supervision and take orders
Read specifications
Make accurate adjustments and measurements

**You should prefer to:**

Usually work indoors
Work with a variety of materials
Mechanical work

**You should know that:**

The job requires specific carpentry skill.
You may be required to join a union.
Safety is very important.

## ON THE JOB

In plant construction work, a carpenter may need a wide scope of skills. Much of the work may be repair work to counter tops, stairs, window sashes and door frames.

Carpentry work involves the use of many tools. One must be willing to work with power tools and learn new methods of using prefabricated components. Many jobs will require the use of scaffolding. Therefore, the carpenter will be expected to erect and work on them.

When finishing work is required, the carpenter must consider the appearance of the job as well as the structural accuracy.

**JOB TITLE:** CARPENTER, PLANT **D.O.T.** 860.281

## THINGS TO THINK ABOUT

### Job Characteristics

Manual labor
Be able to understand and carry out job specifications
Bending, standing, climbing, reaching, etc.

Job benefits will vary with the employer.

### Advancement:

Shop supervisor
Independent carpenter ( with experience )
Contractor/builder

### Related occupations:

House framer
Building inspector
Contractor/builder

## PREPARATION AND TRAINING

A high school diploma is not required. There is usually a several year apprenticeship in order to qualify as a carpenter.

You must be at least 18 years of age in order to use machinery on the job.

The Armed Forces offer training programs. High school vocational courses are also helpful.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $117 |

## WHERE TO GET MORE INFORMATION

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8/76

JOB TITLE:

D.O.T.

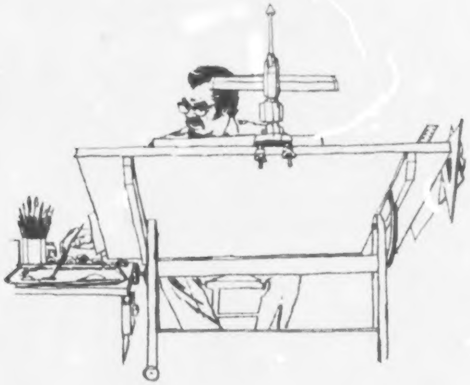
CARTOONIST

Cartoonists draw cartoons for comic strips, magazines, film strips and illustrations.

141.081

**DO YOU KNOW**

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?



**TO GET THE JOB**

**You should be able to:**

Display a good sense of humor
Draw and sketch without getting easily discouraged
Demonstrate a definite artistic talent

**You should prefer to:**

Work inside
Sell your own work

**You should know that:**

A cartoonist needs a lot of artistic talent and a good imagination.
You will need drawing implements such as a T square, drawing board, triangles, pen and ink

**ON THE JOB**

Cartoonists work indoors. Some draw cartoons for magazines and newspapers. Others draw cartoons for animated movies. Cartoonists and writers often work together to produce comic books. They also work in advertising and television.

**JOB TITLE:** CARTOONIST

**D.O.T.** 141.081

## THINGS TO THINK ABOUT

### Job Characteristics

Cartoonists usually work in comfortable, well-lighted rooms.

A lot of time is spent sitting at a drawing table. A good drawing table is adjustable for height and tilt. An adjustable chair also aids the cartoonist's comfort.

### Advancement:

Head cartoonist
Free lance cartoonist

### Related occupations:

Writer
Artist
Commercial artist

## PREPARATION AND TRAINING

High school graduate
Two or more years of study at a good art school
Graduate of a college or university as an art major

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $145 |

## WHERE TO GET MORE INFORMATION

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8/76

# New Hampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

CASE FINISHER

A case finisher assembles and finishes suitcases, radio, jewelry and instrument cases and lines or covers them with material.

**D.O.T.**

739.884

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Work with hand and power tools
Work with cements and adhesives

### You should prefer to:

Work with your hands
Accept the responsibility for completion of cases you are assigned to finish

### You should know that:

Your pay may be based on an hourly rate plus a piecework or production allowance.
You will be expected to produce work with a near zero reject rate.

## ON THE JOB

A case finisher assembles and finishes suitcases, radio, jewelry and instrument cases and lines or covers them with material. They may use leather, velvet or satin. They perform any combination of the following tasks: insert the hinge wings into slots in the case and secures them; opens the case and verifies the lid angle using a table guage; cuts material to size, brushes glue on the area to be covered, positions the material and smooths wrinkles; trims excess material from joints, seams and edges with a knife; examines the case; removes all dust and lint and then packs the case for shipping.

**JOB TITLE:** CASE FINISHER **D.O.T.** 739.884

## THINGS TO THINK ABOUT

### Job Characteristics

Interesting, varied work
Clean, well-lighted, inside working conditions

Job benefits will vary with the employer.

### Advancement:

Department supervisor
Specialty case maker

### Related occupations:

Woodworker
Upholsterer

## PREPARATION AND TRAINING

High school graduate preferred
On the job training is available.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $104 |

## WHERE TO GET MORE INFORMATION

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New Hampshire VIEW
Vital Information for Education and Work

**JOB TITLE:**

CASHIER

The cashier accepts money from customers and gives receipts and/or merchandise in addition to other varied duties.

**D.O.T.**

211.368

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Work quickly with your hands and fingers
Stand for long periods of time
Like to meet people and be friendly
Work accurately
Work well under stress

### You should prefer to:

Be efficient, neat and well-groomed
Be pleasant even if customers are not

### You should know that:

You will be in contact with customers all of the time.

## ON THE JOB

Cashiers have many duties which vary depending on where they work. The title of a cashier may differ from one job to another. However, all cashiers accept money from the customer in exchange for a receipt and/or goods. Records are kept of the amount of money collected each day so that accounts can be balanced.

Many cashiers have other duties besides the handling of money. For example, a supermarket cashier bags the merchandise. During slack periods, they may also price merchandise and restock shelves.

Cashiers work for all types of businesses which require someone to take in money for either goods or services.

**JOB TITLE:** CASHIER

**D.O.T.** 211.368

## THINGS TO THINK ABOUT

### Job Characteristics

Job opportunities exist in most areas
Variety of choice of business
Part time work is generally available
Seasonal employment in motels, etc.
Some are on their feet almost all day

### Advancement:

### Related occupations:

Sales clerk
Floor walker
Department manager
Buyer

## PREPARATION AND TRAINING

A high school diploma is usually required.

Most of the training will occur on the job under the supervision of experienced employees.

High school courses such as typing, business record keeping, general business courses and distributive education are very helpful.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $98 |

## WHERE TO GET MORE INFORMATION

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8/76

# New Hampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

CATERER HELPER

A caterer assistant helps the caterer prepare and serve dinners and banquets.

**D.O.T.**

319.874-010

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Withstand heat
Get along with other people
Stand for long periods

### You should prefer to:

Work inside
Work with people

### You should know that:

A knowledge of basic cooking skills is necessary.
You can be called upon to serve people.

## ON THE JOB

The caterer helper assists the caterer in preparing food from the raw food to the fully prepared meal. Then, they transport the food to the place where the dinner is to be given. The meal must be served to the guests at the proper time. After the dinner is finished, the caterer helper assists with cleaning up and returning equipment to the caterer's kitchen for washing and cleaning.

**JOB TITLE:** CATERER, HELPER **D.O.T.** 319.874-010

## THINGS TO THINK ABOUT

### Job Characteristics

Works in a variety of places such as homes, clubs and churches
Work will involve being on the move all the time although distances will not be long

Job benefits will vary with the employer.

### Advancement:

Caterer
Chef

### Related occupations:

Waitress/waiter
Cook

## PREPARATION AND TRAINING

You should have training in the preparation and serving of food.
On the job training is generally available.
Culinary Arts courses are offered at several schools in the state.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $108 |

## WHERE TO GET MORE INFORMATION

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8/76

New Hampshire VIEW
Vital Information for Education and Work

**JOB TITLE:**

CEMETERY WORKER

A cemetery worker does grounds keeping work in a cemetery as well as preparing graves.

**D.O.T.**

407.887

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Do digging, raking, carrying, pushing, pulling and lifting
Follow directions
Use some tools and machinery
Sometimes do simple carpentry

**You should prefer to:**

Work outside
Work alone

**You should know that:**

Work may be seasonal
Schedules must be met

## ON THE JOB

A cemetery worker works closely with funeral directors, churches and lot owners. They prepare the grave site, digs the grave and places concrete slabs around the sides and on the bottom to line it. They also position the casket lowering device and makes any other necessary preparations for burial.

Other duties of a cemetery worker include ground maintenance, grass mowing, pruning shrubs and planting and caring for flowers.

**JOB TITLE:** CEMETERY WORKER **D.O.T.** 407.887

## THINGS TO THINK ABOUT

### Job Characteristics

Outdoor work
Pretty much your own boss
Exposed to all kinds of weather

Job benefits will vary with the employer.

### Advancement:

Can be used as a stepping stone job but no advancement is possible within this type of employment.

### Related occupations:

Groundskeeper
City/state public works

## PREPARATION AND TRAINING

There are no educational requirements for this job. On the job training is given. Any experience in groundskeeping is helpful.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $108 |

## WHERE TO GET MORE INFORMATION

SEE YOUR SCHOOL COUNSELOR
OCCUPATIONAL OUTLOOK HANDBOOK

THE DEPARTMENT OF EMPLOYMENT SECURITY OFFICE NEAREST YOU.

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**JOB TITLE:**

CHILD CARE ATTENDANT

The child care attendant cares for children in either a public or private facility.

**D.O.T.**

359.878-014

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Be patient and tolerant
Lift and handle children
Be active

### You should prefer to:

Work with children whether they are "normal" or handicapped in any way

### You should know that:

This is a very responsible job.

## ON THE JOB

The child care attendant must be able to handle difficult situations and avoid possible dangerous situations. They must attend to the personal needs of the children. This can include training and assisting children in desirable personal and health habits.

**JOB TITLE:** CHILD CARE ATTENDANT

**D.O.T.** 359.878-014

## THINGS TO THINK ABOUT

### Job Characteristics

Can be physically tiring
Must have a lot of patience
Work can be fun

Job benefits will vary with the employer.

### Advancement:

Attendant in a larger school or institution
Superintendent

### Related occupations:

Nurse
Teacher

## PREPARATION AND TRAINING

A high school diploma is required. Some high schools are offering child care courses.

Baby sitting and volunteer work with children will assist you in assessing your interest.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $104 |

## WHERE TO GET MORE INFORMATION

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8/76

# NewHampshire VIEW

Vital Information for Education and Work

JOB TITLE:

CHILD-DAY CARE CENTER WORKER

A child-day care center worker is a friend, teacher, mother, big sister/brother, nurse and referee.

D.O.T.

359.878

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Enjoy working with children
Not be upset by noise, confusion or demanding parents and children
Tolerate cleaning up over and over again
Teach and provide direction for children

### You should prefer to:

Take care of children and babies
Start work early in the morning (7AM) and work late in the afternoon (7PM)

### You should know that:

The job is at times both mentally and physically demanding.
It requires a great deal of patience.

## ON THE JOB

A child-day care center worker works indoors when the weather is bad. They work indoors and outdoors when the weather is good. Most day care centers open between 7-8 AM and close between 6-7 PM. A few centers stay open longer in the evenings. Some centers are open the same hours schools are. Almost all day care centers are closed on weekends and holidays.

**JOB TITLE:** CHILD-DAY CARE CENTER WORKER **D.O.T.** 359.878

## THINGS TO THINK ABOUT

### Job Characteristics

Inside work during bad weather. Inside and outside work in good weather.
Most children are younger than school age. Some day care centers care for elementary school age children after school hours.

### Advancement:

Management of a day care center
Proprietor of a day care center

### Related occupations:

Teaching
Nursing

## PREPARATION AND TRAINING

High school graduate preferred
Child care courses in an area vocational center are helpful
Related home economics courses

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| | $125 |

## WHERE TO GET MORE INFORMATION

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**New Hampshire VIEW**
Vital Information for Education and Work

JOB TITLE:

D.O.T.

CHUCKING MACHINE SET UP OPERATOR

The chucking machine set up operator operates one or more single or multiple spindle chucking machines.

604.380

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Do machine shop mathematics
Work at machines and with tools of the trade
Read blueprints

**You should prefer to:**

Do precision set-up with speed and accuracy
Work on mostly custom work

**You should know that:**

You must have knowledge of reading blueprints.
You must wear eye protection.

## ON THE JOB

The chucking machine operator reads plans, blueprints and work orders. The operator prepares and works on machines which require precision. A decision must be made to determine the best way to machine the job according to the metal allotted to the job and the type of machine to be used. An important consideration will be to design the job for minimum waste and production cost.

Use of micrometers, calipers and gages is important on this job.

**JOB TITLE:** CHUCKING MACHINE SET UP OPERATOR

**D.O.T.** 604.380

## THINGS TO THINK ABOUT

### Job Characteristics

Working with precision tools
Reading blueprints
Mathematical problems

Job benefits will vary with the employer.

### Advancement:

Supervisor
Plant manager

### Related occupations:

Drafter
Production manager

## PREPARATION AND TRAINING

Vocational courses will be very important in preparing you for this work.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $104 |

## WHERE TO GET MORE INFORMATION

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JOB TITLE:

D.O.T.

CLEANER, HOUSEKEEPING

323.887

A housekeeping cleaner cleans rooms and halls in hotels, motels, clubs, restaurants and dormitories.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Work by yourself
Do many different jobs
Stoop, reach and kneel to get things

### You should prefer to:

Work on your feet most of the day
Work indoors
Work doing housework

### You should know that:

You will be doing the same jobs over and over again.
You will be expected to stand and walk most of the day.

## ON THE JOB

A cleaner in a motel or hotel does the same kind of housekeeping jobs that people do at home. They sweep and mop floors, dust furniture, clean bathrooms, vacuum carpets, empty wastebaskets, put fresh towels and soap in bathrooms and make beds. Some cleaners wash walls, woodwork and windows. They may replace lightbulbs or drapes.

**JOB TITLE:** CLEANER, HOUSEKEEPING

**D.O.T.** 323.887

## THINGS TO THINK ABOUT

### Job Characteristics

Indoor work
Usually pleasant working conditions

Job benefits will vary with the employer.

### Advancement:

Supervisor
Housekeeping supervisor

### Related occupations:

Custodian
Maintenance person

## PREPARATION AND TRAINING

A high school education is not essential but is helpful
On the job training is available.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $89 |

## WHERE TO GET MORE INFORMATION

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New Hampshire VIEW
Vital Information for Education and Work

JOB TITLE:

CLERK, ACCOUNTANT

D.O.T.
219.488

The accountant clerk performs a variety of routine calculating, posting and typing duties to accomplish accounting.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Be well informed on tax laws
Be well spoken
Be courteous with your clients

### You should prefer to:

Work with the public
Be neat and clean
Like working in an office
Work with figures and do detail work in math

### You should know that:

You will have to post details of business transactions.
You will have to be able to use a calculator.

## ON THE JOB

The accounting clerk posts details of business transactions such as allotments, deductions from payrolls, pay and expense vouchers, remittances paid and due, checks and claims.

The clerk totals accounts using adding machines. They compute and record interest charges, refunds, cost of lost or damaged goods, freight or express charges, rentals and similar items. The accountant may also type vouchers, invoices, account statements, payrolls, periodic reports and other records.

**JOB TITLE:** CLERK, ACCOUNTANT **D.O.T.** 219.488

## THINGS TO THINK ABOUT

### Job Characteristics

Working with accounting records
Keeping records and statements
Working accurately with figures

Job benefits will vary with the employer.

### Advancement:

Within the accounting department
Bookkeeper
Assistant bookkeeper

### Related occupations:

Cashier
Office machine operator
Bank teller

## PREPARATION AND TRAINING

Background education and the desired training for the position of accountant clerk can be acquired in most high schools. You could also get this training in a business school, correspondence school or, in exceptional cases, on the job training. In order to advance in this field, college training is necessary.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $131 |

## WHERE TO GET MORE INFORMATION

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NewHampshire VIEW
Vital Information for Education and Work

**JOB TITLE:**

CLERK, ACCOUNTS PAYABLE

The accounts payable clerk does the work necessary to keep records of financial and other business transactions.

**D.O.T.:**

215.388

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Sit for long periods of time
Use office machines
Keep very accurate figures
Use mathematics

**You should prefer to:**

Work in an office
Work with figures

**You should know that:**

High school diploma is usually required
Position with much responsibility

## ON THE JOB

Accounts payable clerks do typing, filing and uses adding machines and check writing machines. They check invoices for accuracy. They keep various daily records and journals of outgoing and incoming money and orders. They check the operating account bank statements.

Accuracy and responsibility are essential in this job since many different people will depend on the accounts payable clerk to give them correct information. Accurate typing, good mathematics and careful filing are required to do this job.

**JOB TITLE:** CLERK, ACCOUNTS PAYABLE **D.O.T.** 215.388

## THINGS TO THINK ABOUT

### Job Characteristics

Clean working conditions
Work requires concentration but little physical effort
Much responsibility

Job benefits will vary with the employer.

### Advancement:

Junior accountant
Business office manager

### Related occupations:

Other clerical positions
Other office work ie. secretary
Stenographer

## PREPARATION AND TRAINING

A high school diploma is usually required. Successful completion of the business courses offered as part of the vocational program are good background. Accounting courses will be very helpful.

Once on the job, it is possible to take such courses as accounting in evening sessions at the high school, Vo-Tech College or Institute or at a private business college.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $95 |

## WHERE TO GET MORE INFORMATION

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**JOB TITLE:**

CLERK, ADMITTING
(hospital)

**D.O.T.**
237.368

The admitting clerk works under the Director of Admissions at a hospital. They fill out a variety of forms.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Sit much of the day
Type very accurately
Keep good records

### You should prefer to:

Do office work
Deal effectively with people

### You should know that:

Opportunities will be limited to areas with hospitals.
You will be in constant contact with patients who are ill or disturbed.

## ON THE JOB

The admitting clerk checks all admission forms made out by the Director of Admissions. If any information or a signature, the clerk obtains it. Insurance, Medicare-Medicaid, Workman's Compensation and other forms are all filled in by the admitting clerk. Absolute accuracy is necessary on these forms. Adjustment of billing rates, change of room, daily discharge lists and patient permanent records are all handled by this clerk.

Good typing is important. An understanding of Public Welfare and government health programs as well as insurance policies is helpful in order to keep the records necessary for correct billing by the billing department.

**JOB TITLE:** CLERK, ADMITTING (hospital) **D.O.T.** 237.368

## THINGS TO THINK ABOUT

### Job Characteristics

Clean work
Exposure to ill and disturbed patients
Possibility of night work

Job benefits will vary with the employer.

### Advancement:

Director of admissions

### Related occupations:

Ward clerk
Director of admissions
Other clerical positions
Receptionist

## PREPARATION AND TRAINING

High school courses in business subjects and mathematics will be helpful. Training in health services may also be available at the Vo-Tech Centers.

Training beyond high school in the medical field is available at the New Hampshire Vocational-Technical Colleges at Berlin, Portsmouth and Claremont as well as at the New Hampshire Technical Institute at Concord.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $95 |

## WHERE TO GET MORE INFORMATION

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# New Hampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

CLERK, CODING

The coding clerk transcribes information into codes to be used later in data processing and key punch units.

**D.O.T.**

219.388

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Sit for long periods of time
Be accurate in your work
Have a good memory
Have good vision

### You should prefer to:

Work inside at a sit-down job

### You should know that:

Opportunities for work in data processing are growing.

## ON THE JOB

A coding clerk uses a predetermined code to record information. They work with alphabetic, alphanumeric and numeric codes. The codes are recorded manually on worksheets. These will later be transferred to punchcards, machine tape or disc.

**JOB TITLE:** CLERK, CODING **D.O.T.** 219.388

## THINGS TO THINK ABOUT

### Job Characteristics

Good working conditions
Fairly repetitive work
Not strenuous

Job benefits will vary with the employer.

### Advancement:

Supervisor

### Related occupations:

Other clerical positions

## PREPARATION AND TRAINING

A high school diploma is required. Advanced training at the Vo-Tech College level is also required.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $117 |

## WHERE TO GET MORE INFORMATION

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8/76

**NewHampshire VIEW**
Vital Information for Education and Work

**JOB TITLE:**

CLERK, COLLECTIONS

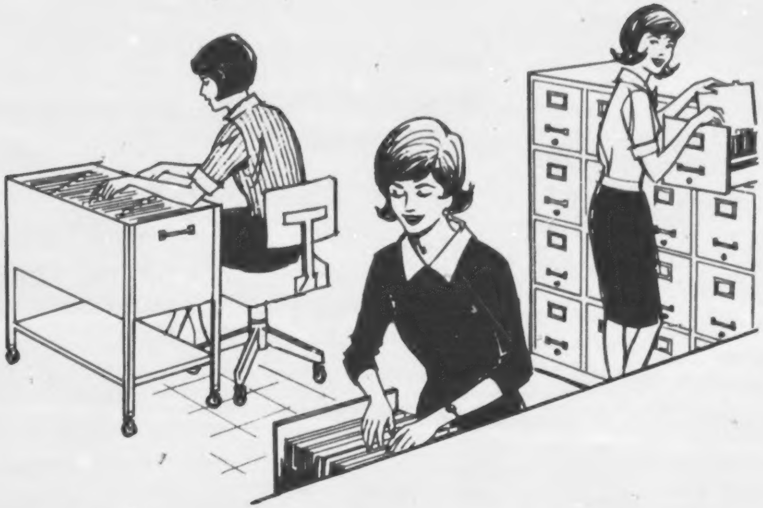
**D.O.T.**

240.388

A collections clerk notifies customers of overdue accounts and tries to collect payments. They use both telephone and postal communications with the customer.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?



## TO GET THE JOB

### You should be able to:

Handle conversations tactfully and politely
Speak and write clearly and concisely
Do filing
Work with figures
Type

### You should prefer to:

Work in an office

### You should know that:

Accurate records must be maintained.
This is a general office job but is a pressurized position.

## ON THE JOB

A collections clerk handles various accounts which range from business accounts to overdue accounts. They contact customers by phone or mail in an attempt to obtain payment. The clerk may select different form letters to send to the customer. If payment is not obtained in this manner, a report is filed with the credit department. Repossession or discontinuation of service may be ordered. The collection clerk may receive payments, keep customer accounts and maintain the files.

**JOB TITLE:** CLERK, COLLECTIONS **D.O.T.** 240.388

## THINGS TO THINK ABOUT

### Job Characteristics

Sitting down most of the day
Good working conditions
Record keeping and use of general office procedures

Job benefits will vary with the employer.

### Advancement:

Credit clerk
Office manager

### Related occupations:

Correspondence clerk
General office clerk
Classifying clerk

## PREPARATION AND TRAINING

A high school diploma is required for this job. Typing and other office training are necessary. The ability to work with figures and a good knowledge of correct English are important. Business courses and study of office skills both at the high school level and the secretarial school level are good preparation. A training period is given to new employees on the job.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $91 |

## WHERE TO GET MORE INFORMATION

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8/76

**New Hampshire VIEW**

Vital Information for Education and Work

**JOB TITLE:**

CLERK, CORRESPONDENCE

This job involves composing and writing letters to companies, customers and other business people.

**D.O.T.**

204.288

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Accpet responsibility
Perform your duties in an efficient manner
Be dependable
Write well using good grammar and sentence structure

### You should prefer to:

Be well organized
Be able to deal efficiently with people through correspondence

### You should know that:

This job is usually paid on a salary basis.
Your command of English must be exceptional.

## ON THE JOB

The correspondence clerk is employed by a wide variety of businesses. The subject matter handled by the clerk varies considerably. They compose letters, read incoming mail, co-ordinate material necessary to formulate a reply, dictate, type or select and complete form letters among other duties. You may be required to make requests for additional merchandise, handle claims for lost and damaged goods and even straighten out incorrect billings and credits.

**JOB TITLE:** CLERK, CORRESPONDENCE **D.O.T.** 204.288

## THINGS TO THINK ABOUT

### Job Characteristics

Sit at a desk part of the time
See and hear well
Write letters
Have a friendly personality

Job benefits will vary with the employer

### Advancement:

Secretary
Administrative assistant

### Related occupations:

Sales clerk
File clerk
Stenographer

## PREPARATION AND TRAINING

The correspondence clerk must have a high school diploma with a business training background. A great deal of training will occur on the job. A two year program in Secretarial Science would be a great advantage both in getting the job as well as for advancement.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $101 |

## WHERE TO GET MORE INFORMATION

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# New Hampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

CLERK, GENERAL OFFICE

The duties of a general office clerk consist of the many details necessary to run an efficient office.

**D.O.T.**

209.588

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Perform your duties in an efficient manner
Take responsibility
Sit for long periods of time
Work easily with your hands

### You should prefer to:

Be well organized

### You should know that:

A general office clerk is generally hired on an hourly basis.

## ON THE JOB

The general office clerk is employed in any office where it is necessary to do paperwork. The clerk's duties may include: keeping payroll and time cards, checking and filing records, recording telephone messages, typing, checking inventory, handling correspondence and aother duties of a clerical nature.

The general office clerk must be able to take responsibility. This is especially true in small businesses where the general office clerk may be the only clerk employed by the business.

**JOB TITLE:** CLERK, GENERAL OFFICE

**D.O.T.** 209.588

## THINGS TO THINK ABOUT

### Job Characteristics

Generally hired on an hourly basis
Pleasant working conditions
Work requires sitting for long periods of time

Job benefits will vary with the employer.

### Advancement:

Promotion in a small office is somewhat limited.
Advancement opportunities, while more frequent in a larger office, generally depend on performance.

### Related occupations:

Sales clerk
Office machine operator
File clerk
Stenographer

## PREPARATION AND TRAINING

The general office clerk is usually a high school graduate. High school courses such as typing, business record keeping and other general business courses are helpful. The general office clerk may undertake special courses or attend night school while working. Much of the training will be on the job.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $95 |

## WHERE TO GET MORE INFORMATION

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# New Hampshire VIEW

Vital Information for Education and Work

JOB TITLE:

CLERK, DRAFTING

A drafting clerk makes charts and graphs recording specified information.

D.O.T.

249.887

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

See well
Make neat and accurate charts and graphs
Work with figures
Do paste-up work on some jobs

### You should prefer to:

Work inside
Do paper work

### You should know that:

This job requires a great deal of neat, detailed work.

## ON THE JOB

A drafting clerk draws and letters charts, schedules and graphs to illustrate specified information. The clerk uses drafting instruments such as ruling and instrument pens, T-squares and straightedges. The clerk may have to arrange the information to be presented in a sequence for drafting presentation.

**JOB TITLE:** CLERK, DRAFTING

**D.O.T.** 249.887

## THINGS TO THINK ABOUT

### Job Characteristics

Clean, well-lit working conditions
Very light physical demand
Painstaking work demanding good eyesight

Job benefits will vary with the employer.

### Advancement:

Drafter (in many fields)

### Related occupations:

Drafter

## PREPARATION AND TRAINING

Mathematics, drafting and mechanical drawing courses in high school are helpful.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $108 |

## WHERE TO GET MORE INFORMATION

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**JOB TITLE:** CLERK, GROCERY

**D.O.T.** 290.877

A grocery clerk keeps food stores neat, clean and well-stocked to make grocery shopping easy and pleasant.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Have a good memory
Work with other people
Bend and lift all day if necessary

**You should prefer to:**

Do a variety of jobs every day
Work outside the store if necessary

**You should know that:**

You will have to work quickly when the store is busy.
You may have to work as cashier or bagger when the store is busy.

## ON THE JOB

A grocery clerk works in a food store. Most of the work is done inside. They usually unload trucks once or twice a week. They check shipments of food to be sure that it is fresh and not damaged. Grocery clerks mark prices on packages. They stack boxes, cans and jars on the shelves. They fill bins or stalls with fresh fruit and vegetables. A grocery clerk must try to be helpful and pleasant even when they are very busy. They must also try to stay neat and clean so customers don't mind them handling the food.

**JOB TITLE:** CLERK, GROCERY

**D.O.T.** 290.877

## THINGS TO THINK ABOUT

### Job Characteristics

Work mostly inside except for unloading trucks, etc.
A food store is usually a comfortable place to work.

### Advancement:

Grocery manager
Grocery department supervisor
Assistant store manager

### Related occupations:

Shipping and receiving clerk
Stock clerk
Postal clerk

## PREPARATION AND TRAINING

High school graduate preferred
A distributive education program in high school is helpful

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $100 |

## WHERE TO GET MORE INFORMATION

SEE YOUR SCHOOL COUNSELOR
OCCUPATIONAL OUTLOOK HANDBOOK

THE DEPARTMENT OF EMPLOYMENT SECURITY OFFICE NEAREST YOU.

Front of this book (Other sources of information).

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8/76

**NewHampshire VIEW**
Vital Information for Education and Work

JOB TITLE:

D.O.T.

CLERK, HOTEL

The hotel clerk works in either a motel or hotel in any capacity needed by the management.

242.368

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Greet guests, assign rooms, issue keys
Furnish guests with various bits of information about the area
Be courteous and efficient
Do some bookkeeping and cashier work

### You should prefer to:

Deal with the general public
Perform a variety of jobs including telephone, reservations and take care of mail
Work various hours and accept responsibility as assigned

### You should know that:

Maturity and training are a must
Courtesy is your best attribute
You are responsible for various front office duties

## ON THE JOB

As a clerk, you are responsible to the manager. All managers will expect you to be courteous and work with a pleasing manner at all times. The traveling public expect many courtesies and favors. Promotion, whether in position or increased salary, will depend on your ability to take sincere interest in the establishment for which you are working.

The reputation of the hotel or motel depends on a job well done.

**JOB TITLE:** CLERK, HOTEL **D.O.T.** 242.368

## THINGS TO THINK ABOUT

### Job Characteristics

Indoor work
Requires pleasant personality
Meeting many types of people
Responsibility for various types of services provided
Job benefits will vary with the employer.

### Advancement:

From room clerk to desk
Hotel manager (with experience)
Owner of the hotel or motel

### Related occupations:

Restaurant manager
Superintendent of larger establishment

## PREPARATION AND TRAINING

High school graduates who have clerical aptitude and personal characteristics which are necessary for dealing with the public, may be hired as beginning clerks. Typing and bookkeeping may be required training for this job.

Although education beyond high school is not required, hotel employers are placing more emphasis on some college training in their selection of employees. This can mean more rapid advancement for the employee.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $104 |

## WHERE TO GET MORE INFORMATION

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8/76

**JOB TITLE:**

CLERK, MEDICAL RECORDS

A medical records clerk is responsible for keeping the many different records in a doctor's office or hospital.

**D.O.T.**

249.388

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Be on your feet most of the day
Keep very accurate, up to date records
Be very well organized
Type and use other office equipment

**You should prefer to:**

Do office work
Work in a hospital or doctor's office

**You should know that:**

High school education or its equivalent is necessary
Knowledge of medical terms is helpful

## ON THE JOB

A medical records clerk is in charge of records in a hospital, clinic or doctor's office. They do everything that has to do with processing and keeping records in order and available. They make appointments, locate and send patient's files to other doctors, process hospital admissions, etc. They may be responsible for office telephone calls. Correspondence and reports must also be properly filed.

A medical records clerk may also assist in the emergency room by completing identification records. They may also keep the records in the employees health clinic in a hospital.

Some of the office machines that a clerk might learn to use are an addressograph, photocopying, microfilm machines and a typewriter.

**JOB TITLE:** CLERK, MEDICAL RECORDS

**D.O.T.** 249.388

## THINGS TO THINK ABOUT

### Job Characteristics

Clean, quiet work
An important, responsible, challenging health career
May have some exposure to disease
Extreme attention to detail is necessary

Job benefits will vary with the employer.

### Advancement:

Other clerical jobs requiring experience
Medical record technician or supervisor

### Related occupations:

Ward clerk
Clerical work in other fields
Medical secretary

## PREPARATION AND TRAINING

A high school diploma with a strong business background in office skills is required. Experience as a hospital aide will help you evaluate your interest.

You can obtain information about the Medical Assistant and Medical Secretary programs offered at Claremont Vo-Tech by writing to the Director of Admissions.

A number of private colleges offer similar courses for medical secretaries.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $95 |

## WHERE TO GET MORE INFORMATION

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8/76

New Hampshire VIEW
Vital Information for Education and Work

JOB TITLE:

CLERK, PARTS

A parts clerk is responsible for the purchase and supply of replacement parts to mechanics.

D.O.T.

223.387

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Read and interpret parts manuals and schematics
Understand basic automotive and truck theory
Place orders quickly and accurately either by phone or written
Work eight hours per day on your feet

### You should prefer to:

Work inside
Serve the public in a sincere, businesslike manner

### You should know that:

You may have to stock as well as maintain records.
You will be responsible for furnishing correct parts as specified by customers.
You may have to make some outside deliveries.

## ON THE JOB

A parts clerk's duties involve the purchase and supply of automotive or truck replacement parts to mechanics. A parts clerk is also responsible for performing the clerical duties associated with the purchase of parts needed to maintain an auto or truck repair shop. A parts clerk may also have to pick up and deliver replacement parts to mechanics at a job site.

**JOB TITLE:** CLERK, PARTS **D.O.T.** 223.387

## THINGS TO THINK ABOUT

### Job Characteristics

Must keep abreast of changes in the automotive industry
This is a job which requires service to the public

Job benefits will vary with the employer.

### Advancement:

Auto parts store manager
Service manager for large company
Proprietor of auto/truck parts store

### Related occupations:

Mechanic
Service manager

## PREPARATION AND TRAINING

High school graduate
Completion of high school vocational automotive program provides a good basic background
On the job training is usually part of this job

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $165 |

## WHERE TO GET MORE INFORMATION

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JOB TITLE:

D.O.T.

## CLERK, PAYROLL

215.488

A payroll clerk is responsible for computing wages and keeping records of earnings of employees. The clerk usually makes out checks for salaries.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Operate business machines (calculator, posting machine)
Type
Work accurately with numbers
Keep accurate records

### You should prefer to:

Work in an office
Work with figures

### You should know that:

Most of the material you handle must be kept confidential.

## ON THE JOB

A payroll clerk figures the number of hours worked and amounts due on paychecks. You may have to be familiar with time cards and rules pertaining to hours based on straight time and overtime. In a company with a union, it may be necessary to be familiar with contract agreements pertaining to hours worked and salary due. Deductions for withholdings such as income tax, social security, insurance and credit union must be figured and deducted from the pay. Forms and machines are available to make these computations easier.

It may be necessary to prepare annual reports and maintain absence and leave records.

**JOB TITLE:** CLERK, PAYROLL

**D.O.T.** 215.488

## THINGS TO THINK ABOUT

### Job Characteristics

Good working conditions
Sitting down most of the day
Not very strenuous work

Job benefits will vary with the employer.

### Advancement:

Chief payroll clerk
Assistant bookkeeper

### Related occupations:

Other clerical positions
Accounting and auditing jobs

## PREPARATION AND TRAINING

A high school diploma with courses in math, typing and office skills is necessary for this job. Study at the post secondary level is advisable but not necessary.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $114 |

## WHERE TO GET MORE INFORMATION

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8/76

**JOB TITLE:**

**D.O.T.**

CLERK, POLICY CHANGE (Insurance)

A policy change clerk checks insurance policies and changes them to meet the specifications of individual policy holders.

219.388

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Use adding or calculating machines
Use mathematical tables and figure accurately
Type quickly and accurately
Write letters using good English and proper spelling
Be familiar with different policies and procedures

### You should prefer to:

Work in an office
Work with figures

### You should know that:

Accuracy is very important in the job.
Knowledge of insurance policies is also important.

## ON THE JOB

A policy change clerk examines original policies and requests policy changes. Referring to company procedures and regulations, the policy change clerks rewrite the policies to conform to the requested changes. They may compute any changes in policy rates and correspond with the insured to obtain additional information. They must learn about specific policies, company regulations and state laws.

**JOB TITLE:** CLERK, POLICY CHANGE **D.O.T.** 219.388

## THINGS TO THINK ABOUT

### Job Characteristics

Good working conditions
Varied work

Job benefits will vary with the employer.

### Advancement:

Underwriter

### Related occupations:

General office clerk
Clerk-typist

## PREPARATION AND TRAINING

A high school education is necessary to get this job. Courses in English, arithmetic, typing and office procedures are excellent preparation for this work. Additional training in secretarial schools or business college is very helpful. On the job training is given.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $108 |

## WHERE TO GET MORE INFORMATION

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**JOB TITLE:**

CLERK, POSTING

This is a record keeping job. A posting clerk records information about business transactions in ledgers and journals on special forms.

**D.O.T.**

219.588

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Have a mind for details
Be very accurate in your work
Be well organized
Write clearly and neatly
Use office machines

**You should prefer to:**

Work inside at a sit-down job

**You should know that:**

Accuracy is a must since the information you record is part of a permanent record.

## ON THE JOB

It is the responsibility of a posting clerk to keep records of business transactions. It is necessary to record the information in the correct places. You must be able to keep things in order.

Some of the kinds of information recorded by a posting clerk includes: dates of transactions, identification numbers, invoices, checks and payments received and addresses. A posting clerk may use an adding machine. In some cases, they may use a bookkeeping machine.

**JOB TITLE:** CLERK, POSTING **D.O.T.** 219.588

## THINGS TO THINK ABOUT

### Job Characteristics

Good, clean working conditions
Much detail to be recorded
Work is not strenuous

Job benefits will vary with the employer.

### Advancement:

Accounts receivable or accounts payable clerk
Bookkeeper
Office manager

### Related occupations:

Other clerical positions

## PREPARATION AND TRAINING

A high school diploma is required for this job. Training in the use of office machines and basic office skills is necessary. Courses in clerical and secretarial skills can be taken in high school to prepare for this work.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $114 |

## WHERE TO GET MORE INFORMATION

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8/76

New Hampshire VIEW
Vital Information for Education and Work

**JOB TITLE:**

CLERK, POST OFFICE

**D.O.T.**

232.368

A postal clerk handles letters and parcels as they are received at the post office. They carry out the various services provided to the public by the post office.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Speak, hear and see well
Lift weights up to 50 lbs. and carry objects of 25 lbs.
Reach, stretch, stoop and be on your feet all day
Read rapidly and have a good memory

### You should prefer to:

Work indoors
Work with people
Have a Civil Service job

### You should know that:

You must pass a written test and a physical exam.
You will be required to join a union.

## ON THE JOB

The postal clerk perform a variety of jobs associated with mail service. They receive the mail, weight and compute postage, sell stamps and postcards as well as filling out money orders and registering and insuring mail. They may be involved in sorting and cancelling mail and handling customer complaints. They must be well informed about postal services and provide the public with accurate information and service. They may also drive a motorcycle or light truck to deliver special delivery letters.

**JOB TITLE:** CLERK, POST OFFICE **D.O.T.** 232.368

## THINGS TO THINK ABOUT

### Job Characteristics

Benefits of a Civil Service job include scheduled wage increases, pension plan, health and life insurance, etc.
Steady work
Heavier work at holiday mailing times
Military service and other Federal Government work count as Post Office time in computation of salary and pension

### Advancement:

Probationary period of 90 days
Scheme examiner
Mail dispatch expeditor and supervisor

### Related occupations:

Postal clerk in private industry
Armed service postal clerk
Clerical work in general

## PREPARATION AND TRAINING

To work as a postal clerk you must be a US citizen and meet the minimum age requirement. It is highly recommended that the applicant be a high school graduate. Actual selection of applicants is done on the basis of the exam results. Clerical training in high school and any job experience in related jobs is helpful. The applicant frequently starts as a substitute clerk until an opening is available. Training is given on the job.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $238 |

## WHERE TO GET MORE INFORMATION

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8/76

JOB TITLE:

**CLERK, SALES**

A sales clerk usually sells standardized articles, takes payments and wraps purchases.

D.O.T.

290.478

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Be courteous and well-spoken with customers
Handle customer receipts, exchanges and returns
Be able to stand most of the day

### You should prefer to:

Work with people
Do sales work

### You should know that:

This job often has on the job training available.
Part time work is often available to high school students.

## ON THE JOB

A sales clerk will usually sell standardized articles. This will include taking payments and wrapping customer purchases. Most sales clerks will also make out sales and charge slips, receive cash payments and give change and receipts.

**JOB TITLE:** CLERK, SALES **D.O.T.** 290.478

## THINGS TO THINK ABOUT

### Job Characteristics

As an employee of the store, you may be able to purchase merchandise at a discount.
Overtime is often required during peak seasons such as Christmas
Clean working conditions

Job benefits will vary with the employer.

### Advancement:

Department manager
Store manager
Buyer (from wholesalers for the department or the entire store)

### Related occupations:

Wholesale sales representative
Buyer
Demonstrator

## PREPARATION AND TRAINING

High school graduates preferred
Distributive Education program during high school is beneficial
On the job training is usually available

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $134 |

## WHERE TO GET MORE INFORMATION

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JOB TITLE:

D.O.T.

CLERK, SHIPPING AND RECEIVING

222.387

Shipping and receiving clerks make sure that supplies are shipped and received in good condition. They also handle records.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB.

### You should be able to:

Work may be in a poorly heated warehouse or outside on a loading platform
Stand for long periods of time
Lift and move large boxes
Be accurate about counting and recording items

### You should prefer to:

Work inside and outside
Work with details

### You should know that:

Work conditions vary greatly
Work must be done rapidly to move stock on time

## ON THE JOB

Shipping and receiving clerks have many duties. In a small company, these tasks may be accomplished by one person. In larger companies, the tasks are assigned to different clerks.

Some of the jobs shipping and receiving clerks do are checking orders to make sure they are correctly filled, preparing shipping and mailing forms, looking up freight and postal rates and recording the weight and cost of each shipment. They may also be responsible for the loading and transportation of shipments. Sometimes lost shipments and claims are the responsibility of the receiving clerk.

**JOB TITLE:** CLERK, SHIPPING AND RECEIVING **D.O.T.** 222.387

## THINGS TO THINK ABOUT

### Job Characteristics

Overtime sometimes available during rush periods
Chance for advancement in larger companies
Possibility of uncomfortable working conditions
Strenuous working conditions
May be very rushed at times
Job benefits will vary with the employer.

### Advancement:

Supervisory position such as warehouse manager

### Related occupations:

Delivery truck driver
Mailroom worker
Packer

## PREPARATION AND TRAINING

While a high school business course is helpful to a shipping and receiving clerk, it is often not necessary to get the job. Most knowledge is learned on the job because business operations vary considerably among businesses.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $104 |

## WHERE TO GET MORE INFORMATION

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8/76

**JOB TITLE:**

CLERK, STOCK

A stock clerk handles the receiving, storing and issuing of equipment and supplies in a stockroom.

**D.O.T.**

223.387

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Stand for long periods of time
Lift heavy materials
See well
Be well organized
Keep accurate, up to date records

**You should prefer to:**

Work inside
Do clerical work

**You should know that:**

You must keep an inventory in order not to run out of items.
There are many different kinds of stock clerks.

## ON THE JOB

A stock clerk receives, stores and distributes supplies from a stockroom. They also maintain inventories, check records and invoices, examine goods that have arrived and check them against the original order. They may mark the items with an identifying code. The most important requirement in this job is good organization. There are many records to be maintained and many items to be stored in designated places where the clerk may immediately find them.

**JOB TITLE:** CLERK, STOCK

**D.O.T.** 223.387

## THINGS TO THINK ABOUT

### Job Characteristics

Steady work
Many people will depend on your records
May be exposed to dust and dirt

Job benefits will vary with the employer.

### Advancement:

Buyer
Stockroom manager

### Related occupations:

Sales clerk
Stockperson
Parts clerk

## PREPARATION AND TRAINING

There are usually no educational requirements for this job although a high school graduate is preferred. Training is given on the job to acquaint the workers with different clerical procedures and the location of storeage areas.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $101 |

## WHERE TO GET MORE INFORMATION

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8/76

# New Hampshire VIEW

Vital Information for Education and Work

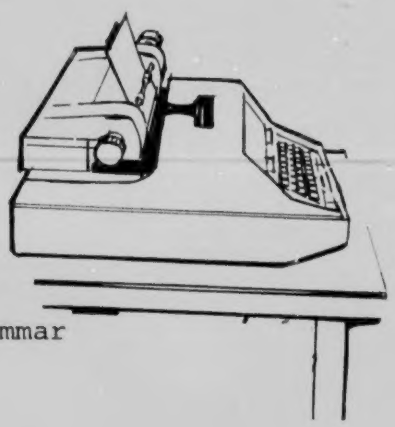
JOB TITLE:

CLERK-TYPIST

D.O.T.

209.388

The main work of a clerk-typist is to produce typed copies from handwritten, printed or dictated material.



## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Type accurately and neatly between 40-60 words per minute
Have a good understanding of spelling, vocabulary, punctuation and grammar
Concentrate on your work even if there are distractions

### You should prefer to:

Be well groomed and efficient

### You should know that:

The employer is concerned with typing speed and accuracy.
A good typist is always in demand.

## ON THE JOB

Clerk-typists may perform other duties along with their typing duties. They may do some filing, making phone calls, operating other office machines and other office tasks. The technical typist may perform some of the duties of a clerk-typist although, in general, they are concerned primarily with legal or other technical papers.

Another typist classification includes the typist who spends a major portion of their time as a dictating machine transcriber. The third category for typists includes the specialty typist who operates the more complicated machines and many special kinds of specialty typewriters.

**JOB TITLE:** CLERK-TYPIST **D.O.T.** 209.388

## THINGS TO THINK ABOUT

### Job Characteristics

Job opportunities exist in most areas
Pleasant working conditions
Variety of jobs to choose from in the field
In large offices, there may be noise from other machines

Job benefits will vary with the employer.

### Advancement:

Promotion in a small office is limited
Promotion within a larger organization is very good

### Related occupations:

Stenographer
Secretary
Office machine operator
Receptionist
Key punch operator

## PREPARATION AND TRAINING

Training for the position of typist can be obtained in high school. Further training is available at business schools or at the Vo-Tech Colleges at Berlin, Claremont, Laconia and Nashua.

The employer is concerned with typing speed and accuracy.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $95 |

## WHERE TO GET MORE INFORMATION

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JOB TITLE:

CLERK, WARD

D.O.T.

219.388

A ward clerk's main duty is to transcribe a physician's orders and keep ward medical records.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Type accurately
Work under conditions of interruption
Pay attention to details

### You should prefer to:

Work in a clinic, hospital or doctor's office
Have a secretarial/clerical job

### You should know that:

A high school education is required.
Knowledge of medical terms is helpful.

## ON THE JOB

A ward clerk receives the doctor's orders and transcribes them into the records immediately. The clerk informs the charge nurse of any changes in patient treatment or medication. This is very important and must be done accurately and without delay. A ward clerk must be reliable or they could endanger the patients' health.

Other duties performed include: Arranging appointments for patients, processing requisitions and order forms to other departments for such things as medication and equipment as well as maintaining medication and treatment records, answering and directing phone calls and training other clerical help.

**JOB TITLE:** CLERK, WARD

**D.O.T.** 219.388

## THINGS TO THINK ABOUT

### Job Characteristics

Work in a clean, well-lighted office
Important, responsible, challenging position
Must feel comfortable about being with ill and injured people

Job benefits will vary with the employer.

### Advancement:

Medical secretary

### Related occupations:

Medical secretary
Medical records clerk
Other office positions

## PREPARATION AND TRAINING

A high school education with courses in typing and related secretarial skills is adequate preparation for this job. It will be necessary to learn appropriate medical terms. Any other training will occur on the job.

There are courses in the medical field available at the Vo-Tech Colleges at Berlin, Portsmouth and Claremont as well as at the New Hampshire Technical Institute at Concord.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $91 |

## WHERE TO GET MORE INFORMATION

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8/76

**JOB TITLE:**

CLICKING MACHINE OPERATOR

The clicking machine operator operates a machine that cuts out the material needed in the manufacture of a product.

**D.O.T.**

788.884

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Be on your feet all day
Know basic math
Follow written and spoken directions

### You should prefer to:

Work indoors
Work with simple machinery
Work at a steady pace with few interruptions

### You should know that:

There is a long range trend toward more automated cutting of shoe parts which could affect workers.

## ON THE JOB

The clicking machine operator is responsible for cutting the various parts of shoes from leather or plastic. The operator places the material on the cutting board, places the cutting die on the material and operates the release mechanism of the "clicking" machine that forces the die into the layers of material to be cut.

Cutting leather and/or fabric parts demands experience and skill in setting the die properly to compensate for grain, weave, stretchiness, etc.. Plastic is usually the least demanding so this is where new cutters are usually placed. New cutters are also taught to use the "beam clicking" machine to cut soles, linings, counter-pockets and other less critical parts of the shoe.

**JOB TITLE:** CLICKING MACHINE OPERATOR **D.O.T.** 788.884

## THINGS TO THINK ABOUT

### Job Characteristics

Knowledge of shoe parts and assembly
Working in leather, plastic and fabric
Often employed for piecework

Job benefits will vary with the employer.

### Advancement:

Varies with the employer
Must consider the degree of competition with foreign producers

### Related occupations:

Anything in the shoe business
Leather business

## PREPARATION AND TRAINING

High school education not necessary but useful
Basic reading and math
Experience on other shoe manufacturing operations can be helpful
Most operators learn on the job

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $101 |

## WHERE TO GET MORE INFORMATION

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8/76

**JOB TITLE:**

COAST GUARD

**D.O.T.**

378.999

A Coast Guardsman helps patrol the 40,000 mile U.S. coastline using ships and aircraft.

1

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Work well as a member of a team
Work outside in any kind of weather
Pass a rigid physical examination

**You should prefer to:**

Serve your country
Help in rescue work
Spend months at a time at sea
Travel a lot

**You should know that:**

You are expected to work in all kinds of weather and situations.
You will be expected to travel extensively, sometimes on very short notice.
You will be expected to follow instructions.

## ON THE JOB

A Coast Guardsman is part of the smallest branch of the armed services. In time of war, it operates with the Navy. During peacetime, the Coast Guard patrols the 40,000 miles of U.S. coastline using ships and aircraft. Crews track icebergs to warn other ships. They rescue people from shipwrecks and air crashes. They catch smugglers and enforce other laws at sea. The Coast Guard keeps bouys repaired to mark shallow waters and dangerous shores. Crews also man lighthouses and lightships for the same purpose. Icebreakers keep northern harbors open during the winter. Some Coast Guard ships conduct studies in oceanography or marine science and biology.

**JOB TITLE:** COAST GUARD **D.O.T.** 378.999

## THINGS TO THINK ABOUT

### Job Characteristics

You are expected to work outside in all kinds of weather.

The training you receive in this job can prepare you for civilian work as a tug boat operator, heavy equipment operator, electronics and radio repair or auto or diesel mechanic.

### Advancement:

Customary military ranking

### Related occupations:

Navy
Tug boat operator
Heavy equipment operator
Electronic and radio repair
Auto or diesel mechanic

## PREPARATION AND TRAINING

High school graduate preferred

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| | $83 |

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8/76

**JOB TITLE:**

COLLECTOR

A collector locates customers and collects installments or overdue accounts.

**D.O.T.**

240.368

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Enjoy working with figures
Handle conversations tactfully and politely
Speak and write clearly and concisely

### You should prefer to:

Work in and out of an office while pursuing customers for collection.
Communicate with people in a tactful manner over the phone.

### You should know that:

Accurate records must be kept in this job.
You may have to repossess or discontinue service to customers.

## ON THE JOB

A collector handles location of customers to collect installments or overdue accounts, damage claims or non-payable checks. A collector will visit or phone customers to collect the amount due or arrange for payment at a later date. They trace addresses of customers who have changed residence by inquiring at the post office and by questioning neighbors. They may have to order disconnection of services or repossession of merchandise. Other duties may include keeping records of the status of accounts and delivering bills.

**JOB TITLE:** COLLECTOR **D.O.T.** 240.368

## THINGS TO THINK ABOUT

### Job Characteristics

Will meet and work with a variety of people
May do more work outside the office locating people than inside the office

Job benefits will vary with the employer.

### Advancement:

Credit manager
Office manager

### Related occupations:

Credit personnel
Credit manager

## PREPARATION AND TRAINING

High school graduate
Associate Degree in business or comparable experience would be helpful

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $88 |

## WHERE TO GET MORE INFORMATION

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8/76

JOB TITLE:

COLLECTOR, TELEPHONE COMPANY

A collector empties the coin boxes at telephone booths.

D.O.T.

240.887

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Drive a car
Follow instructions
Keep accurate records

### You should prefer to:

Do a great deal of driving
Work alone

### You should know that:

You must be reliable since you will be handling money.

## ON THE JOB

The coin boxes in phone booths must be emptied at regular intervals. In their work, the collector travels to the booth locations, removes the face plate, takes out the coin box and replaces it with an empty one before locking the face plate back in position. The collector then tags the coin box with the location of the booth.

The collector also checks to make sure the booths are clean, in working order and supplied with a phone book. They report phones which are out of order. They return the coin boxes to the central office where they are opened and counted. The collector keeps simple records of their work.

**JOB TITLE:** COLLECTOR, TELEPHONE COMPANY **D.O.T.** 240.887

## THINGS TO THINK ABOUT

### Job Characteristics

May have to drive in bad weather
In and out of the car much of the time
Little supervision
Hazards of carrying money

### Advancement:

May be possible to advance to other positions in the company
Vending machine collector or owner

### Related occupations:

Vending machine collector
Collector supervisor

## PREPARATION AND TRAINING

On the job training is given. Record keeping and general clerical courses in high school are good background.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $117 |

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NewHampshire VIEW
Vital Information for Education and Work

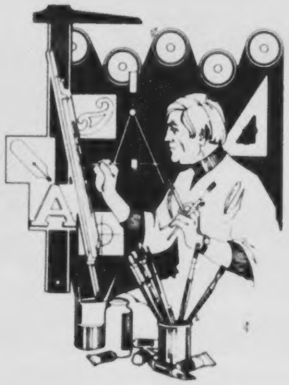
JOB TITLE:

D.O.T.

# COMMERCIAL ARTIST

141.081

A commercial artist is responsible for the drawing and painting of art work which appears in some form of advertising media.



## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Be skilled in drawing
Be creative
Excellent color sense

### You should prefer to:

Work with people to interpret their ideas
Create art forms which increase the customer's desire for the client's product or service

### You should know that:

There are frequent deadlines and pressure.
There is a considerable amount of formal training necessary.

## ON THE JOB

The commercial artist, other than freelance, usually works under an art director who organizes and assigns projects. Staff artists often specialize in one phase or another of the process of producing a final illustration or advertisement.

The layout artist draws up the original form of the illustration and selects the colors. This must be approved by the art director.

Letterers perform the required lettering either freehand or with mechanical aids.

415

Illustrators sketch drawings in a more finished form.

The completely qualified commercial artist is capable of performing all of the above mentioned tasks as well as others. The freelance artist or the artist employed by a small studio must be able to do a complete project.

416

**JOB TITLE:** COMMERCIAL ARTIST **D.O.T.** 141.081

## THINGS TO THINK ABOUT

### Job Characteristics

Usually works in a pleasant, well lighted studio
Talent and creativity are necessary for success
Strong competition
Requires constant attention to new trends in the field.

Job benefits will vary with the employer.

### Advancement:

Art director
Department head

### Related occupations:

Photo engraver
Advertising director
Layout artist

## PREPARATION AND TRAINING

The commercial artist usually must have a high school education or its equivalent. Almost all commercial artists need some specialized training beyond high school. Study is needed in perspective, design, composition, brush and pen lettering, color harmony, graphic design, illustration and other subjects used in the advertising and art fields. These courses are offered at art schools and some colleges.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $130 |

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8/76

## New Hampshire VIEW
Vital Information for Education and Work

**JOB TITLE:**

COMPOSITOR (Typesetter, typographer)

A compositor or typesetter sets type by hand or machine for printing articles, headings and other printed material.

**D.O.T.**

973.381

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Do fine work with your hands
Follow directions exactly
Work quickly and accurately
Spell accurately

### You should prefer to:

Work inside
Do work which requires concentration

### You should know that:

Modern business cannot operate without the printed word.
You may have to join a union.

## ON THE JOB

A compositor must determine type size, style and composition pattern for a work order. Then, reading from copy, select and use type and spacers. When set-up is complete, they transfer the type from the stick to the galley. A proof is then run, examined for mistakes and necessary corrections made. After the necessary copies are run, the compositor cleans and breaks down the type and returns it to the proper type cases. They must keep work records and inventories.

**JOB TITLE:** COMPOSITOR, (Typesetter, typographer) **D.O.T.** 973.381

## THINGS TO THINK ABOUT

### Job Characteristics

Comfortable working conditions
May be some noise from the presses
Absolutely no room for error

Job benefits will vary with the employer.

### Advancement:

Supervisor
Superintendent

### Related occupations:

Printing occupations

## PREPARATION AND TRAINING

Most compostiors acquire their skills through apprenticeship programs. There are trade school programs available in this field. A high school diploma is usually required. A good knowledge of English, especially spelling, is very important. Printing and typing courses are good preparation.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $140 |

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8/76

**JOB TITLE:**

CONSTRUCTION WORKER

**D.O.T.**

869.887

A construction worker performs a variety of jobs dealing with the erection, demolition and repair of structures and buildings.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Be in top physical condition
Perform physically demanding tasks associated with construction trades
Get along with a variety of people

### You should prefer to:

Work at a physically demanding job, often outside in all types of weather
Work on erecting new buildings, structures, etc. or repairing or removing those beyond repair

### You should know that:

This job may be seasonal.
You may often start for work very early.

## ON THE JOB

A construction worker performs any combination of the following duties concerned with erecting, repairing and wrecking buildings and bridges, installing water works, locks and dams, grading and maintaining railroad right-of-ways and laying ties and rails, widening, deepening and improving rivers, canals and harbors, etc..

Many of these jobs are seasonal. The size of the project and the organization of the work determines whether a worker spends all his time on one job or is transferred from task to task as the project progresses.

**JOB TITLE:** CONSTRUCTION WORKER

**D.O.T.** 869.887

## THINGS TO THINK ABOUT

### Job Characteristics

Work is physically demanding
Job may require you to perform dirty operations to complete a task
Work may be seasonal
Extreme weather conditions may be a factor

### Advancement:

Laborer supervisor
Equipment operator
Job steward

### Related occupations:

Carpenter
Welder and steelworker
Equipment operator

## PREPARATION AND TRAINING

High school graduate preferred
On the job training is available
Related high school building trades courses helpful

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $140 |

## WHERE TO GET MORE INFORMATION

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8/76

**JOB TITLE:**

CONSTRUCTION WORKER AND HOD CARRIER

These jobs involve heavy labor such as carrying construction materials, digging ditches and other jobs.

**D.O.T.**

869.887

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Do physical labor for long periods of time
Follow instructions
Learn about materials and tools

### You should prefer to:

Work outside

### You should know that:

You must be at least 16 years old.
Spring, summer and fall are seasons when most job opportunities are available.

## ON THE JOB

Construction laborers and hod carriers work on many different kinds of construction projects and perform many different jobs. If they work for a company, their job site may change several times during the year. If you can imagine all the materials used at a construction site, you have some idea of the things a construction laborer must carry or move. A hod carrier mixes and supplies materials for a plasterer or bricklayer. Both the construction laborer and hod carrier must learn something about the tools and materials used in construction.

**JOB TITLE:** CONSTRUCTION WORKER AND HOD CARRIER

**D.O.T.** 869.887

## THINGS TO THINK ABOUT

### Job Characteristics

Excellent exercise
You may have to commute long distances if your company changes jobs.
Sometimes very hard work
Work is sometimes dangerous

Job benefits will vary with the employer.

### Advancement:

Supervisor of a work crew
You may learn enough to take a more skilled position.

### Related occupations:

Cement fininsher
Heavy equipment operator
Mason

## PREPARATION AND TRAINING

Construction laborer and hod carrier jobs do not require a high school diploma but you might wish you had one after a week on the job.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $111 |

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NewHampshire VIEW
Vital Information for Education and Work

JOB TITLE:

D.O.T.

CONTRACT TECHNICIAN

A contract technician, also called a contract clerk, helps prepare contracts which require special attention because they do not conform to standard forms.

119.288

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Have a good knowledge of company policy and regulations
Have a good memory
Work well with others
Handle technical and legal details

### You should prefer to:

Work in an office
Work on technical and legal problems

### You should know that:

This is not an entry level job since it requires specialized knowledge and experience.

## ON THE JOB

A contract technician usually works with a legal authority in drawing up contracts which require specialized treatment. The contract technician checks over the contract specifications to see that they meet company regulations. After writing the contract in proper form, they check with a legal authority for approval of all terms.

**JOB TITLE:** CONTRACT TECHNICIAN **D.O.T.** 119.288

## THINGS TO THINK ABOUT

### Job Characteristics

Good working conditions
Much responsibility
Some pressure at times

Job benefits will vary with the employer.

### Advancement:

Contract writer
Supervisor

### Related occupations:

Legal secretary
Legal assistant

## PREPARATION AND TRAINING

A high school diploma is required for this position. Advanced training is also required. This training is available at the N.H. Vocational Technical colleges.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $127 |

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New Hampshire VIEW
Vital Information for Education and Work

**JOB TITLE:**

COOK, ANY INDUSTRY

A cook usually works in a larger eating place which has a varied menu. They prepare most of the food served.

**D.O.T.**

315.381

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Stand for long periods of time
Lift heavy items
Work under pressure and keep an even temper

### You should prefer to:

Please customers
Be effective and creative

### You should know that:

This job can be affected by seasonal lay-offs in resort areas.
You must prove cleanliness and good health to get this job.

## ON THE JOB

A cook usually works in larger eating places which have more varied menus and prepare most of the food they serve. Kitchen staffs often include several cooks and many kitchen helpers. The head cook or chef co-ordinates the work of the entire kitchen staff and often takes direct charge of certain kinds of food preparation.

**JOB TITLE:** COOK, ANY INDUSTRY

**D.O.T.** 315.381

## THINGS TO THINK ABOUT

### Job Characteristics

Usually entitled to free meals
Uniforms usually furnished
May be responsible for activities of several kitchen helpers

### Advancement:

Head cook
Chef
Proprietor of own restaurant

### Related occupations:

Baker
Chef
Food sales

## PREPARATION AND TRAINING

High school graduate preferred
Completion of culinary arts program at a vocational school beneficial
Military service as cook could be considered preparation for the job

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $145 |

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JOB TITLE:

COOK, RESTAURANT

D.O.T.

313.381

The chef is the supervisor of all who work in the kitchen. The cook is also responsible for the preparation of the food.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Stand for long periods of time
Lift heavy items
Work under pressure, keeping an even temperment
Supervise and organize the duties of others
Be alert and enterprising

### You should prefer to:

Please your customers
Be creative and efficient

### You should know that:

A cook "makes or breaks" a restaurant

## ON THE JOB

In addition to the preparation of food, the chef is responsible for estimating the amount of food needed, orders and/or buys supplies and plans menus. In large restaurants, the duties of a cook are broken down into several categories. Each cook may be responsible for a different kind of food such as vegetable cook, etc.. In a small restaurant, the cook generally performs all duties.

The short order cook prepares food that takes only a short time to go from the stove to the customer.

**JOB TITLE:** COOK, RESTAURANT **D.O.T.** 313.381

## THINGS TO THINK ABOUT

### Job Characteristics

Meals are usually provided
Uniforms may be furnished by the management
Must frequently stand for long periods of time often in hot area
Possibility of unemployment if working for a seasonal restaurant

Job benefits will vary with the employer.

### Advancement:

Many cooks open their own establishment after a few years.

### Related occupations:

Baker

## PREPARATION AND TRAINING

Many cooks begin as dining room attendants or kitchen helpers and learn through informal on the job training. Some high schools offer vocational programs in cooking and hotel/motel management. The N.H. Vo-Tech College at Berlin has a two year program in culinary arts (cooking and related skills).

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $104 |

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**JOB TITLE:**

COOK, SHORT ORDER

A short order cook usually works in a small restaurant which specializes in fast order food service.

**D.O.T.**

314.381

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Cook and prepare foods
Stand for long periods of time
Work under pressure, turning out work quickly
May need to remember lengthy orders

### You should prefer to:

Please your customers
Work in close co-operation with other people

### You should know that:

Some part time jobs are available for high school students.
The job may require working under close working conditions.

## ON THE JOB

A short order cook usually works in a small restaurant which offers a somewhat limited menu of short order dishes plus pies and other baked goods.

**JOB TITLE:** COOK, SHORT ORDER

**D.O.T.** 314.381

## THINGS TO THINK ABOUT

### Job Characteristics

Uniforms are usually furnished
Must be able to stand for long periods of time

### Advancement:

Head cook or chef
Proprietor of your own restaurant

### Related occupations:

Baker
Chef

## PREPARATION AND TRAINING

Culinary arts program at the high school level would be helpful
On the job training is sometimes available

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $109 |

## WHERE TO GET MORE INFORMATION

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8/76

# New Hampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

COPY WRITER

**D.O.T.**

132.088

A copy writer writes adverising for newspapers, radio, television and any other form of publication.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Write well
Speak fluently
Work well under pressure
Express yourself with imagination

### You should prefer to:

Work with people
Have a job in which you are expected to write
Communicate through writing

### You should know that:

You must have a sense of humor and imagination.
You should be original.
You should have good color sense.

## ON THE JOB

As a copy writer, you will have a chance to use your ideas and be able to write copy about those ideas. Writing alone will not be enough, you must have a thorough knowledge of the product or service being sold. You may also write sales brochures, outdoor posters, mail order and direct order or industrial advertising.

In any field, you must know your competition. Much research is required in order to become a good copy writer. In a small operation, you may be expected to have client contact, sell advertising and keep records of accounts as well as preparation of the actual advertising copy.

**JOB TITLE:** COPY WRITER **D.O.T.** 132.088

## THINGS TO THINK ABOUT

### Job Characteristics

May have to work under pressure to make deadlines
Success is measured by the satisfaction of the customer
It is not wise to enter this field unless you have the gift of writing.

Job benefits will vary with the employer.

### Advancement:

Copy chief
Division manager
Fashion co-ordinator

### Related occupations:

Journalism and editorial work
News reporting
Editing

## PREPARATION AND TRAINING

You should have a high school diploma. A background in journalism, writing, art and photography is helpful. Working on the school newspaper and yearbook are good practice. There are courses available at the N.H. Vo-Tech Colleges which will prepare you to enter this field.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $104 |

## WHERE TO GET MORE INFORMATION

SEE YOUR SCHOOL COUNSELOR
OCCUPATIONAL OUTLOOK HANDBOOK

THE DEPARTMENT OF EMPLOYMENT SECURITY OFFICE NEAREST YOU.

Front of this book (Other sources of information).

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8/76

NewHampshire VIEW
Vital Information for Education and Work

JOB TITLE:

D.O.T.

CORE CUTTER AND REAMER
(paper and pulp)

Machines that cut, ream and slot paper roll cores are operated by a core cutter and reamer.

649.885

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Follow directions
Make accurate adjustments
Work well with your hands
Have good eyesight
Stand for long periods of time

**You should prefer to:**

Work indoors
Work with machinery

**You should know that:**

You must be at least 18 years old.
You may be requested to join a union.

## ON THE JOB

A core cutter and reamer tends machines which cut, ream and slot paper roll cores according to work order specifications. With the use of a rule and wrench, the operator installs and aligns the cut off saw, reamer and slot cutters in the machine. Using a circular saw, the operator cuts the core to length and then pushes the core along the reamer to ream off the ends. The core is then fed into the slotting machine. The ends of the core are then fitted with metal caps.

**JOB TITLE:** CORE CUTTER AND REAMER (paper and pulp) **D.O.T.** 649.885

## THINGS TO THINK ABOUT

### Job Characteristics

Work is not strenuous
May have to work a rotating shift (days, evenings and nights) as well as some weekends
Unpleasant chemical odors are present at times

Job benefits will vary with the employer.

### Advancement:

Based on length of employment, performance and physical condition

### Related occupations:

Machine tending in any industry

## PREPARATION AND TRAINING

On the job training will be given. Most mills prefer high school graduates between the ages of 18 and 25.

General math and shop courses in high school will be helpful.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $114 |

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8/76

**JOB TITLE:**

**D.O.T.**

CORE MAKER

A core maker operates machines to make sand cores used in molds for casting metal.

518.381

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Stand for long periods of time
Work well with your hands
Have good vision

**You should prefer to:**

Work indoors
Work with machinery

**You should know that:**

Education requirements for this job are minimal.

## ON THE JOB

A core maker uses various hand tools and a power machine to perform the job. They fill the core box with sand and pack it with their hands or a tool. They remove the finished core and clean the box for re-use. They patch chipped or cracked places on the core and smooth its surface.

**JOB TITLE:** CORE MAKER **D.O.T.** 518.381

## THINGS TO THINK ABOUT

### Job Characteristics

Generally not strenuous work
May be dusty, noisy working conditions

Job benefits will vary with the employer.

### Advancement:

Supervisor
Other more skilled machine operating jobs

### Related occupations:

Tube core maker
Core blower operator
Pipe core maker
Other machine operating jobs

## PREPARATION AND TRAINING

On the job training is available to anyone hired for this work. A background in mechanics of any kind is helpful. A general high school program with courses in math and shop is good preparation.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $108 |

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8/76

**JOB TITLE:**

CORRECTION OFFICER (guard)

A correction officer cares for prisoners during their confinement.

**D.O.T.**

372.368

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Get along with all types of people
Must be fair and consistent in your relations with prisoners

### You should prefer to:

Help people
Work inside
Have regular hours but work different shifts

### You should know that:

Guard work is interesting and varied.
You must be firm when necessary.
You may be asked to do dispatch work for local police or sheriff departments.

## ON THE JOB

A guard is a keeper of people. Their function is to maintain order in the jail and treat the prisoners fairly. They will be required to admit prisoners which involves fingerprinting and photographing them. They serve the meals and perform other tasks necessary for the proper function of the jail. The guard must keep a log of all unusual activities which occur during their shift. Accountability is one important reason for the log. The job will vary depending whether it is a local, state or county jail.

**JOB TITLE:** CORRECTION OFFICER (guard) **D.O.T.** 372.368

## THINGS TO THINK ABOUT

### Job Characteristics

You must be constantly alert.
The mood and caliber of prisoners is extremely changeable.
A guard may act as a counselor in matters of obtaining legal aid and jobs on discharge.

Job benefits will vary with the employer.

### Advancement:

Head guard
Captain

### Related occupations:

Policeman or policewoman
Social worker
Security guard

## PREPARATION AND TRAINING

In short-term institutions (county or local), there are generally minimum requirements. A high school diploma and personal interview are required. Most institutions urge and provide opportunities for their employees to receive more training after they have proven themselves on the job.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 45 | $96 |

## WHERE TO GET MORE INFORMATION

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Front of this book (Other sources of information).

**JOB TITLE:**

COSMETOLOGIST

The cosmetologist provides various beauty treatments and care to aid customers in the care of their hair and skin.

**D.O.T.**

332.271

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Be on your feet a great deal
Work quickly and easily with your hands
See light color differences
Have a friendly, neat personal appearance
Enjoy working with people

### You should prefer to:

Work creatively as well as keep up with changing styles and beauty trends
Please your customers
Work inside

### You should know that:

You will have to attend a school of cosmetology and pass a state licensing exam.
Both men and women are employed in this occupation.

## ON THE JOB

The cosmetologist is known by many names including hairdresser, beautician, etc.. The men and women who work in this field provide their clients with various grooming services in a beauty shop or parlor. The majority of these services are related to hair care. Other personal services could include the use of skin lubricants, shaping of eyebrows, facial treatments, manicures and make-up. A person working in this field must be sensitive to the importance of individual taste, style and personal beauty problems and needs.

Other duties involve the running of the shop such as appointments, sterilizing equipment and ordering supplies.

**JOB TITLE:** COSMETOLOGIST **D.O.T.** 332.271

## THINGS TO THINK ABOUT

### Job Characteristics

Good demand for experienced people
Tips can increase the salary
May have to work Saturdays and evenings
Hands exposed to water and many chemical solutions
Some customers are difficult to satisfy

### Advancement:

Specialist in a particular form of beauty treatment
Manager or owner of a beauty salon
State inspector
Instructor in a school of cosmetology

### Related occupations:

Barber
Demonstrator in a cosmetic firm
Beauty editor in a newspaper or magazine

## PREPARATION AND TRAINING

In New Hampshire, you must be at least 16 and have completed the 10th grade before you can attend a school of cosmetology. You must have 1500 hours of training before you can take the state examination. You may open your own shop only after you have worked for a minimum of one year in a beauty salon.

Useful high school subjects include: English, chemistry, biology, record keeping and business math.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $130 |

## WHERE TO GET MORE INFORMATION

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8/76

New Hampshire VIEW
Vital Information for Education and Work

**JOB TITLE:**

CREELER

This is a machine operating job. A creeler places creels of yarn on a machine which unwinds the yarn onto a beam.

**D.O.T.**

689.887

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Work well with your hands
Stand on your feet for long periods of time
Do some medium lifting

### You should prefer to:

Work inside
Operate a machine

### You should know that:

You may have to work evening or night shifts.

## ON THE JOB

A creeler places spools of thread or yarn on the creeling machine and threads the yarn through the machine to the beam on which it will be rewound. They may repair yarn breaks. They must keep a constant supply of spools of yarn fed into the machine. They may also clean and dust the machine.

**JOB TITLE:** CREELER

**D.O.T.** 689.887

## THINGS TO THINK ABOUT

### Job Characteristics

Good working conditions most of the time
Maybe some noise and dust from the machines
Not too strenuous work

Job benefits will vary with the employer.

### Advancement:

Supervisor

### Related occupations:

Any machine operating job in many industries

## PREPARATION AND TRAINING

On the job training is given for this job. A high school diploma is desirable but not always necessary.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $95 |

## WHERE TO GET MORE INFORMATION

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8/76

**JOB TITLE:**

CUSTOMER RELATIONS MANAGER

**D.O.T.**

165.168

The customer relations manager co-ordinates customer relations activities regarding complaints and problems at a garage or auto dealership.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Speak well using good English
Be good at arithmetic and keep accurate records
Work well with people and remain calm under pressure

**You should prefer to:**

Have an interest in technical subjects
Have a preference for communicating with people to answer questions, resolve problems and promote service concepts

**You should know that:**

The job requires a lot of experience and knowledge of automotive services. This is not an entry level job.

## ON THE JOB

A customer relations manager tries to insure prompt attention to all complaints and problems. They often mail questionnaires to customers to obtain their comments on service received, courtesy of employees and promptness of repair. They analyze the responses to find ways to improve service and the public image of the company.

The customer relations manager must also be able to describe technical problems in terms which the customer will understand.

**JOB TITLE:** CUSTOMER RELATIONS MANAGER **D.O.T.** 165.168

## THINGS TO THINK ABOUT

### Job Characteristics

Interesting varied work
Contact with many people
Must work well under pressure
Must keep aware of changes in the field.

### Advancement:

Owner of your own business
Manager in a public relations firm

### Related occupations:

Service manager
Service station manager

## PREPARATION AND TRAINING

High school or vocational school graduates are preferred. Training in automotive repairs and supervision of shop activities is necessary. A knowledge of mechanics and a background in automotive parts is essential.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $137 |

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8/76

**NewHampshire VIEW**

Vital Information for Education and Work

JOB TITLE:

D.O.T.

DECKHAND, MERCHANT (ordinary)

Merhant deckhands make up most of a ship's crew and perform most of the manual labor on a ship.

911.887

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Do physical labor all day
Live at sea for long periods of time
Overcome or be immune to seasickness
Leave home for extended periods of time

### You should prefer to:

Go to sea for long periods of time
Work outside in all kinds of weather

### You should know that:

Safety is very important.
You may be expected to join a union.
You must possess a health certificate.

## ON THE JOB

A deckhand performs the general deck maintenance work such as scrubbing decks, coiling and splicing ropes, chipping paint from rusty areas and painting the ship. They may do other types of work such as cleaning quarters and spelling (relieving) the helmsman and cook. Each deckhand is assigned a watch (shift) at sea. All dry cargo and tanker vessels employ at least three deckhands. Some deckhands work in the engine room. They may also help in taking on and discharging cargo.

**JOB TITLE:** DECKHAND, MERCHANT **D.O.T.** 911.887

## THINGS TO THINK ABOUT

### Job Characteristics

Travel to many parts of the world
Good physical exercise
An exciting storm now and then
There is little privacy since living quarters are shared

Job benefits will vary with the employer.

### Advancement:

Able Body Sailor
Boatswain
Officer

### Related occupations:

Marine recruit
Navy sailor
Deckhand on a passenger ship
Stevedore

## PREPARATION AND TRAINING

All merchant deckhands must have papers issued by the U.S. Coast Guard. Although not required, experience in the Coast Guard or Navy is good training for the merchant marine. On the job taining is provided for inexperienced people. Courses in deckhand skills are offered by the Seafarer's Union, the National Maritime Union of America and other organizations. To get a job, you must be present at one of the hiring halls in the chief ports of the country. A high school diploma is not required.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40-60 | $124 |

## WHERE TO GET MORE INFORMATION

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**JOB TITLE:**

DELINEATOR

The delineator renders perspective drawings of buildings and manufactured products.

**D.O.T.**

970.281

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Draw accurate visualizations of other people's ideas
Draw with precision

### You should prefer to:

Work and study as a drafter
Be creative

### You should know that:

You will have to know how to use an air brush
You must be skillful at visualization

## ON THE JOB

A delineator renders drawings of buildings or manufactured products so as to enhance the item for display or advertising. They must use drafting skill and tools as well as artistic talent in order to do this job. They must be skilled in methods of introducing ideas attractively as well as sketch and do technical blueprints. This job is for the artistic person with the technical skill and knowledge of how to do precision work with an artistic twist which will display the most attractive features of the product or building.

The delineator may work for a company or do freelance work. Many delineators work in the advertising department of a company.

**JOB TITLE:** DELINEATOR **D.O.T.** 970.281

## THINGS TO THINK ABOUT

**Job Characteristics**

Requires concentration
Many tools will be used such as pencil, pen, charcoal, watercolor and air brush
Considerable planning is involved

Job benefits will vary with the employer.

**Advancement:**

Unlimited opportunity
Self employed

**Related occupations:**

Drafter
Architect
Advertiser

## PREPARATION AND TRAINING

To be a delineator you must have technical training. You will have to take courses in math, art, drafting, mechanical and architectural drawing and design.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $117 |

## WHERE TO GET MORE INFORMATION

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8/76

# New Hampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

DENTAL ASSISTANT

A dental assistant works in a dentist's office. The assistant performs a wide variety of duties to help the dentist with patient treatment and office operation.

**D.O.T.**

079.378

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Do precise work with your hands
Follow instructions exactly
Work well with others
Be patient, responsible and even-tempered

### You should prefer to:

Work indoors in a medical setting
Work with other people

### You should know that:

Work can be interesting and gratifying
Most dental assistants are employed in private dental offices.

## ON THE JOB

Dental assistants help a dentist run the office and treat the patients. Usually, the assistant prepares the patient for treatment and assists the dentist by handing the instruments, mixing materials for fillings, taking X rays and sterilizing equipment. The assistant is also responsible for keeping all medicines and equipment in proper order. A dental assistant may also have some office duties such as keeping patient's records, making appointments, sending bills and ordering supplies.

**JOB TITLE:** DENTAL ASSISTANT **D.O.T.** 079.378

## THINGS TO THINK ABOUT

### Job Characteristics

With the exception of distraught children, usually pleasant, quiet work
Regular, steady work
Fairly active but not strenuous work

Job benefits will vary with the employer.

### Advancement:

Limited without further training
Dental laboratory technician or dental hygenist, with training

### Related occupations:

Dental receptionist

## PREPARATION AND TRAINING

New Hampshire Technical Institute in Concord offers a post secondary starting certificate course.

On the job training is available.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $104 |

## WHERE TO GET MORE INFORMATION

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8/76

**New Hampshire VIEW**
Vital Information for Education and Work

JOB TITLE:

DENTAL HYGIENIST

D.O.T.

078.368

A dental hygienist cleans patients' teeth, instructs them in oral hygiene and may be responsible for taking and preparing X rays of patients' teeth.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Work with people
Treat patients in a kind, gentle, patient manner
Accept full responsibility for your work

### You should prefer to:

Be neat and orderly in your work
Work in a dentist's office
Work with patients

### You should know that:

You will work directly on patients' teeth and be responsible for your work.
You may be responsible for taking and preparing X rays of patients' teeth.

## ON THE JOB

Dental hygienists work in dentists' offices. They clean patients' teeth to prevent decay. They also teach patients to take better care of their teeth. In many offices, they prepare X rays. In a small office, they may also do the work of a dental assistant. They remove stains and calcium deposits from patients' teeth and polish fillings and teeth. They massage patients' gums and apply flouride compound to the teeth to prevent decay. While cleaning teeth, hygienists make notes of any dental problems. They prepare a chart for the dentist to use in treating the problems.

**JOB TITLE:** DENTAL HYGIENIST **D.O.T.** 078.368

## THINGS TO THINK ABOUT

### Job Characteristics

A dentist's office is a clean and comfortable place to work.
The job requires a lot of concentration.
You will spend the majority of your time in a standing position.

Job benefits will vary with the employer.

### Advancement:

Dental technician

### Related occupations:

Dental assistant
Dentist
Orthodontist

## PREPARATION AND TRAINING

High school graduate necessary
Two year technical school graduate of a program in Dental Hygiene

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $202 |

## WHERE TO GET MORE INFORMATION

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JOB TITLE:

DICTAPHONE OPERATOR

A dictaphone operator transcribes in typing whatever is heard on a dictaphone machine.

D.O.T.

208.558

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Type well and accurately
Be able to spell well
Have good command of English and sentence structure

### You should prefer to:

Work in an office
Work in communications by typing letters from dictated tapes

### You should know that:

You must have good hearing
Education is required for this job

## ON THE JOB

The dictaphone operator types letters or any type of communication that is dictated into a machine. They wear headphones and transcribe whatever is heard on the machine. If the dictator is a good one, transcription can be easily accomplished if you have a good knowledge of spelling, sentence structure and typing. The transcriber should know the length of the letter or form to be typed before they start typing.

In a small office, the position could be only one of many duties. In a large place of business, the job could be part of a pool so that tapes are brought in to the dictaphone operator for transcription.

**JOB TITLE:** DICTAPHONE OPERATOR **D.O.T.** 208.558

## THINGS TO THINK ABOUT

### Job Characteristics

Good, clean working conditions in an office
May work alone or in a pool depending on the size of the office
Must be able to sit for long periods of time

Job benefits will vary with the employer.

### Advancement:

Department head
Administrative assistant

### Related occupations:

General typist
Receptionist
Filing clerk

## PREPARATION AND TRAINING

A high school diploma with courses in bookkeeping, math and typing is most important. A secretarial training course is necessary if one is to advance in this type of work.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $108 |

## WHERE TO GET MORE INFORMATION

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8/76

# New Hampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

DIE CUTTER

A die cutter operates a machine which cuts out specific shapes from materials such as rubber, leather, cardboard, cloth, plastic and paper.

**D.O.T.**

699.782

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Stand for long periods of time
Work well with your hands and arms
Make exact machine adjustments
Use measuring instruments

### You should prefer to:

Operate machinery
Work inside

### You should know that:

High school diploma is not required but is preferred

## ON THE JOB

A die cutter operates a machine which cuts parts to specified shape and size. The die cutter must place the material to be cut on the machine bed, select the proper dies for the job and position them on the material or in the machine head. The operator then proceeds with the cutting process by lowering the machine head onto the material with a petal or lever. They remove the cut pieces, inspects them for imperfections and stacks them. The operator may also be responsible for sharpening the dies.

Die cutters usually work for the larger manufacturing firms. These are normally concentrated in the larger population centers.

**JOB TITLE:** DIE CUTTER

**D.O.T.** 699.782

## THINGS TO THINK ABOUT

### Job Characteristics

Steady work
Usually not heavy labor
Noisy working conditions
May be exposed to dust and dirt

Job benefits will vary with the employer.

### Advancement:

Supervisor

### Related occupations:

Punch press operator
Tapper operator

## PREPARATION AND TRAINING

High school courses in machine shop, shop mathematics and mechanical drawing will not only give experience valuable to the employer who hires you but will also let you know how much you enjoy this type of work.

The N.H. Vo-Tech Colleges at Berlin, Claremont, Laconia, Manchester, Nashua and Portsmouth offer post secondary courses in Machine Tool Processes and Drafting.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $117 |

## WHERE TO GET MORE INFORMATION

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**JOB TITLE:**

DIETARY AIDE (Tray-line worker)

A dietary aide works in the food service department of hospitals, schools, nursing homes and other institutions. They prepare and deliver food trays.

**D.O.T.**

355.878

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Be on your feet for long periods of time
Be neat and clean
Work quickly and follow directions exactly

**You should prefer to:**

Work with food

**You should know that:**

Accuracy is extremely important in this job since you are frequently preparing and delivering special diet trays.

## ON THE JOB

A dietary aide is involved in the variety of operations necessary to the preparation and delivery of food in institutions. Following a diet list, the aide prepares trays by placing all necessary items, both eating utensils and food, on the tray. They may prepare some trays according to special diet orders. Before placing the trays on carts, they are inspected for completeness. The delivery carts are then pushed to ward kitchens or through the wards. The dietary aides serve the trays to patients. After meal time, the trays are collected, dishes washed and the work area cleaned.

**JOB TITLE:** DIETARY AIDE (Tray-line worker) **D.O.T.** 355.878

## THINGS TO THINK ABOUT

### Job Characteristics

Clean work
Good working conditions
Must keep on schedule

Job benefits will vary with the employer.

### Advancement:

Food service supervisor
Dietician (with further training)

### Related occupations:

Other food service jobs
Waiter/waitress
Cook
Baker

## PREPARATION AND TRAINING

Completion of high school is often not required for this job.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $95 |

## WHERE TO GET MORE INFORMATION

SEE YOUR SCHOOL COUNSELOR
OCCUPATIONAL OUTLOOK HANDBOOK

THE DEPARTMENT OF EMPLOYMENT SECURITY OFFICE NEAREST YOU.

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8/76

**JOB TITLE:**

DINING ROOM PORTER (Porter I)

The dining room porter is an important part of the service in a dining room.

**D.O.T.**

381.887

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Work in a large establishment (restaurant/hotel)
Use mechanical equipment such as dishwashers
Work under strict supervision
Carry out job requirements

### You should prefer to:

Work indoors
Work for someone else
Take orders from others

### You should know that:

You should have good health and physical stamina.
Neatness, a pleasant manner and good disposition are important.
Honesty and dependability should be among your strong points.

## ON THE JOB

The porter is a very important part of the dining room "crew". A calm and pleasant manner may make the difference in a well run dining room. You will be expected to anticipate things to be done and take care of them efficiently. Duties will range from assisting the waiter/waitress to clearing dishes to helping at the dishwasher.

**JOB TITLE:** DINING ROOM PORTER (Porter I) **D.O.T.** 381.887

## THINGS TO THINK ABOUT

### Job Characteristics

Duties may vary
Clearing tables is the major portion of the work
Quickness and efficiency are required

Job benefits will vary with the employer.

### Advancement:

Promotions to other restaurant work with initiative
Waiter/waitress to head waiter/head waitress

### Related occupations:

Hospital of other institutional employment
Airline porter
Bartender

## PREPARATION AND TRAINING

While a high school diploma is not necessary, it can be an asset if you wish to advance on the job. Apprenticeship on the job training is given by the employer.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $104 |

## WHERE TO GET MORE INFORMATION

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8/76

**JOB TITLE:**

DISHWASHER

**D.O.T.**

318.887

In most places, the job of dishwasher involves filling and emptying the machine, keeping it clean and stocking the dish areas in the kitchen.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Handle machinery
Work well and quickly with your hands in hot, steamy areas
Stand for long periods of time
Work indoors
Work well with others even when in a hurry

**You should prefer to:**

Work in a kitchen

**You should know that:**

Completion of eighth grade is desirable but not necessary.
On the job training is available.
You may be asked to help in other areas of the kitchen.

## ON THE JOB

A dishwasher is a kitchen helper who will be asked to do a variety of other jobs too. They will probably have to strip trays and rinse dishes before loading the machine. When they empty the dishwasher, they will have to put the dishes away in other areas of the kitchen or dining room. They may also empty the garbage and rubbish cans, sweep and clean the kitchen areas and keep the kitchen stocked. Pots and pans are sometimes a cleaning chore.

**JOB TITLE:** DISHWASHER **D.O.T.** 318.887

## THINGS TO THINK ABOUT

### Job Characteristics

Working inside
Work is available in many parts of the state
Casual and many times fun to work in the kitchen
On your feet all of the time
May have to move and carry heavy racks of dishes
Job benefits will vary with employers.

### Advancement:

It is possible to advance through the various helper activities in the kitchen.

### Related occupations:

## PREPARATION AND TRAINING

You will receive on the job training.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 plus overtime | $91 |

## WHERE TO GET MORE INFORMATION

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8/76

**New Hampshire VIEW**

Vital Information for Education and Work

JOB TITLE:

D.O.T.

DOMESTIC SERVICE

This field is concerned with work performed in households and in the hotel/motel business.

306.878

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Move furniture within a room
Move bedding and towels
Get along well with others
Follow instructions
Be efficient and neat

### You should prefer to:

Be clean, well-groomed and have a pleasant personality

### You should know that:

Electrical equipment has eliminated much work in domestic duties.
A high school diploma is not required but preferred.

## ON THE JOB

Domestic workers who are not employed by a business are usually in business for themselves. They have a regular work schedule and may contract for a different household each day of the week. The work they perform differs. Some domestic service workers do only light housekeeping while others include some meal preparation. Some workers are willing to do heavy cleaning.

Some of the titles of domestic workers follow: houseworker, laundress, general maid, nursemaid and yardperson. The drudgery of many of the chores performed by the domestic service worker have been lessened with the electrical equipment available for cleaning.

**JOB TITLE:** DOMESTIC SERVICE **D.O.T.** 306.878

## THINGS TO THINK ABOUT

### Job Characteristics

There is a wide variety of jobs available in the field of domestic service
Pleasant working conditions exist
There is not much opportunity for originality in this work since most employers have definite procedures that they want followed.

Job benefits will vary with the employer.

### Advancement:

The only form of promotion for the domestic worker in the private home is a pay raise.
In the hotel/motel business, there is the possibility of advancement to executive positions with salary increases proportionate to job responsibility.

### Related occupations:

Housekeeper
Laundress
General maid
Nursemaid
Groundskeeper

## PREPARATION AND TRAINING

A high school diploma is not required by most employers although it is usually preferred. Homemaking courses in high school can be helpful.

Employers will provide much on the job training. A major portion of your training has taken place as you are growing up.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40-50 | $100 |

## WHERE TO GET MORE INFORMATION

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8/76

**JOB TITLE:**

DRAFTER

**D.O.T.**

017.281

Drafters translate rough sketches, specifications and ideas into detailed drawings of working plans which are then used in making a product.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Follow directions with accuracy and care
Have good eyesight
Do precise, neat, detailed drawings
Sit for long periods of time

### You should prefer to:

Work inside at a desk
Do small, detailed handwork

### You should know that:

Patience and neatness are extremely important.
Drafters are employed in many industries to perform a variety of jobs.

## ON THE JOB

A drafter draws detailed sketches and accurate working plans for engineering and manufacturing purposes. Depending on the industry, a drafter may work up drawings on anything from a toaster or radio to a space capsule or bridge. The drafter is given a set of specifications, dimensions and perhaps some rough sketches. From these, the drafter draws the detailed plans from which the builder or manufacturer will work.

Drafters trained in a specialized field may be asked to calculate strength, reliability and cost of materials. They may describe processes and materials to be used in a product. The drafter may consult engineering handbooks and tables to solve technical problems.

**JOB TITLE:** DRAFTER (Apprentice) **D.O.T.** 017.281

## THINGS TO THINK ABOUT

### Job Characteristics

Clean, neat working conditions
Not strenuous
Regular work
Work is sometimes very detailed requiring much care and attention

Job benefits will vary with the employer.

### Advancement:

Drafters are classified by the type of work they do and the amount of responsibility.
Tracer, checker, detailer and senior drafter

### Related occupations:

Blueprint maker
Surveyor
Map maker

## PREPARATION AND TRAINING

A high school diploma is essential for entering this field. Good preparatory high school courses are mechanical drawing, vocational drafting, art, algebra, trigonometry and courses in physical science. Courses in drafting are available at the Vocational Technical Colleges at Berlin, Claremont, Concord, Laconia, Manchester, Nashua and Portsmouth. These are two year programs. Correspondence programs are available. Some employers provide an apprenticeship or on the job training.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $130 |

## WHERE TO GET MORE INFORMATION

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8/76

# New Hampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

DRILLER

A driller operates a power drill to drill holes in metal, wood and plastic.

**D.O.T.**

809.884

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Stand all day
Have a strong back and arms
Work with your hands
Follow instructions carefully

**You should prefer to:**

Work inside
Run power tools

**You should know that:**

You may be required to join a union.
Safety is important.

## ON THE JOB

A driller uses a portable power drill to drill holes in pieces according to a layout pattern. The driller may replace the drill bit with a reamer, tap or countersink bit. The driller may enlarge, countersink or cut threads in holes.

**JOB TITLE:** DRILLER **D.O.T.** 809.884

## THINGS TO THINK ABOUT

### Job Characteristics

Strenuous work
Noisy working conditions

Job benefits will vary with the employer.

### Advancement:

Drilling supervisor
Drilling inspector

### Related occupations:

Other power tool operator jobs

## PREPARATION AND TRAINING

Training is given on the job. Any experience with the use of power tools is very helpful. High school courses in vocational or industrial arts programs and general math are good preparation.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $147 |

## WHERE TO GET MORE INFORMATION

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8/76

**New Hampshire VIEW**
Vital Information for Education and Work

**JOB TITLE:**

DRILL PRESS OPERATOR, TAPE CONTROL

The drill press operator sets up and operates an automatic horizontal multiple-spindle drill press to drill holes.

**D.O.T.**

606.782

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Pick up and handle light weight material
Work from drawings
Possess good eye-hand co-ordination
Use special, easy-to-use gages

### You should prefer to:

Perform simple, repetitive, easily learned operations
Work with machinery
Work indoors

### You should know that:

You must be 18 to operate power driven metal forming, punching and shearing machines unless registered as an apprentice or student learner.
Drill press operators are required to wear protective glasses.

## ON THE JOB

A typical job of the semi-skilled drill press operator is to place rough metal stock in a machine on which the speeds and operation order have been preset by a skilled worker. The machine runs automatically with the operator standing by to insure that the machine operates correctly.

The drill press operator installs the holding fixture on the indexing table and sets the control tape in the reader at the zero point indicated in the diagram. During the trial run, the operator must stop the machine at each tool and table position to check the depth and diameter of the cut by using a special guage.

**JOB TITLE:** DRILL PRESS OPERATOR, TAPE CONTROL

**D.O.T.** 606.782

## THINGS TO THINK ABOUT

### Job Characteristics

Usually responsible for your own job
Generally good working conditions
You must pay continuous attention to the positioning of parts and operation of the machine
Somewhat dangerous because of the high speeds and pressures at which the machine operates.

Job benefits will vary with the employer.

### Advancement:

There are different classifications, Class C to Class A
Supervisory positions with experience
You can advance to all-around machinist.

### Related occupations:

All-around machinist
Tool and die maker

## PREPARATION AND TRAINING

There are no special requirements for this job. Blueprint reading, shop mechanics, machine shop, mechanical drawing and English are good preparation.

Most drill press operators learn on the job in 3 to 12 months.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $124 |

## WHERE TO GET MORE INFORMATION

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8/76

**NewHampshire VIEW**
Vital Information for Education and Work

JOB TITLE:

D.O.T.

DRIVER, MILK ROUTE

A milk route driver travels over an established route selling dairy products of different types.

292.358

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Drive a light truck
Be enough of a salesperson to increase sales
Be strong enough to load and unload products frequently as you travel from door to door

### You should prefer to:

Be on the road in a milk truck
Promote public relations for the company by handling complaints tactfully

### You should know that:

You may have to work early in the dav.
You will be expected to handle money.
You may have to listen to complaints.

## ON THE JOB

A milk route driver's income will partially depend on the sales on their route. The driver will travel over an established route selling dairy products to customers. They will be expected to call upon new customers to try to interest them in the products. The ability to enjoy meeting the public and engaging them in conversation will be an asset. One of the jobs in this job is to collect money and turn it in to the main office.

**JOB TITLE:** DRIVER, MILK ROUTE **D.O.T.** 292.358

## THINGS TO THINK ABOUT

### Job Characteristics

Good working conditions
Not too strenuous
Lots of driving and getting in and out of the vehicle
Basically outside work

Job benefits will vary with the employer.

### Advancement:

Route supervisor
Sales manager

### Related occupations:

Salesperson
Any route driver ie. laundry route
Truck driver

## PREPARATION AND TRAINING

There are no special requirements needed to hold this job. However, a high school diploma is usually required. Special courses in sales, public relations and meeting the public would be helpful.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $117 |

## WHERE TO GET MORE INFORMATION

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# New Hampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

DRY WALL APPLICATOR

**D.O.T.**

842.884

A dry wall applicator applies plaster board or other wall board to the home or building walls.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

- Read blueprints
- Perform strenuous work
- Stand for long periods of time
- Work in awkward positions

**You should prefer to:**

- Work with your hands
- Work indoors mostly on new construction

**You should know that:**

Apprenticeship is the best way to enter the field.
Work is often seasonal and sometimes postponed waiting for related work to be completed.

## ON THE JOB

A dry wall applicator applies plaster board or similar materials to the ceiling and interior walls of buildings. They work from blueprints to determine the dimensions of board to be used. Planning ahead will reduce the waste of materials. They cut the boards to fit to the studding and joists. They must make cuts for wires and pipes.

Because of the size of the pieces of plasterboard, the dry wall applicator usually works with a helper. Once the wall board has been nailed, the joists are sealed with a compound. Gauze tapes are then pressed over joints to imbed it into the compound. Once the cementing compound has dried, the applicator sands the taped joints, bumps, scars and rough areas in preparation for painting.

**JOB TITLE:** DRY WALL APPLICATOR **D.O.T.** 842.884

## THINGS TO THINK ABOUT

### Job Characteristics

Usually work for contractors on new residental, commercial or industrial construction
Generally work indoors
Often work in co-operation with other construction workers
Hazards include falls from scaffolding, inhaling dust particles and cuts from knives

Job benefits will vary with the employer.

### Advancement:

Apprentice to journeyman
Journeyman to foreman
Opportunity to become self employed is good

### Related occupations:

Lathers
Plasterer, Construction

## PREPARATION AND TRAINING

During high school, courses in math, blueprint reading, mechanical drawing, English and shop would be beneficial. After high school, most dry wall applicators learn the trade through on the job training.

Some area vocational schools in N.H. have building trades programs which would be a valuable background for this work. These schools include Dover, Keene, Milford, Contoocook Valley Regional, Berlin, White Mountain Regional, Conway and Salem.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $130 |

## WHERE TO GET MORE INFORMATION

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8/76

New Hampshire VIEW
Vital Information for Education and Work

**JOB TITLE:**

DUPLICATING MACHINE OPERATOR

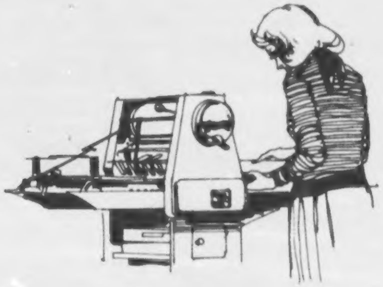
A duplicating machine operator must know how to operate a duplicating machine.

**D.O.T.**

207.782-014

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?



## TO GET THE JOB

**You should be able to:**

Read and spell with accuracy
Have a working knowledge of duplicating machines
Follow directions
Type well

**You should prefer to:**

Work in either a large or small office
Work with your hands and office machines

**You should know that:**

Your work will be repitious
Your work must be neat as everything you type will be duplicated

## ON THE JOB

The operator will be required to type all forms of papers and forms for duplication. Accurate preparation of the master for duplication is important. After the master is ready, it will be run off by the operator on a duplicating machine. The operator must have sufficient knowledge of the machine in order to run off the required number of copies. The number of copies needed may vary from five to over a thousand. One of the jobs will be to keep the duplicating machine clean so that each copy will be an exact duplication of the master copy.

**JOB TITLE:** DUPLICATING MACHINE OPERATOR **D.O.T.** 207.782-014

## THINGS TO THINK ABOUT

### Job Characteristics

Standing on your feet while duplicating
Care and maintenance of machines
careful typing work

Job benefits will vary with the employer.

### Advancement:

Any advancement in the clerical or typing occupations

### Related occupations:

Receptionist
Mail room clerk

## PREPARATION AND TRAINING

While a high school diploma is not imperative, you should know that you will need training in typing, basic arithmetic, English and office practices.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $111 |

## WHERE TO GET MORE INFORMATION

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8/76

**JOB TITLE:**

DYER HELPER

A dyer helper performs various activities in the process of dyeing textiles and textile products.

**D.O.T.**

364.887

**DO YOU KNOW**

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

**TO GET THE JOB**

**You should be able to:**

Be on your feet a lot
Lift heavy weights
Determine colors
Follow instructions
Operate mechanical equipment

**You should prefer to:**

Work inside

**You should know that:**

Many different industries use dyers and helpers (rug, textile, yarn)
generally no educational requirements

**ON THE JOB**

A dyer helper loads and unloads dyeing machines, extractors and tumbler machines. In rug dyeing operations, they may soak and scrub the rugs before dyeing them. Bleaching and stripping materials of color before dyeing is another job sometimes done by the helper. The steaming of materials and rugs to set the dye requires the dyer helper to operate a steam table.

**JOB TITLE:** DYER HELPER **D.O.T.** 364.887

## THINGS TO THINK ABOUT

### Job Characteristics

Steady work
Working conditions are often hot and steamy

Job benefits will vary with the employer.

### Advancement:

Dyer
Dyer supervisor

### Related occupations:

Dye tank operator
Machine dyer

## PREPARATION AND TRAINING

On the job

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $111 |

## WHERE TO GET MORE INFORMATION

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New Hampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

**D.O.T.**

ECONOMIST, HOME

A home economist works in jobs related to home and family living.

096.128

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Meet and talk with other people
Explain your ideas to others
Work well as a member of a team

### You should prefer to:

Serve the wants and needs of others
Be involved in scientific study
Follow instructions for a given job

### You should know that:

You will be working in an occupation that deals with home and family living.
You should be able to speak and write well.

## ON THE JOB

A home economist works in occupations that deal with home and family living. Home economics offers many opportunities to help people live more comfortably and in better health. Jobs are available in teaching, research, production, marketing and management. Home economists may become interior or furniture designers, dieticians or buyers for department stores. They may also become social workers or youth counselors.

**JOB TITLE:** ECONOMIST, HOME

**D.O.T.** 096.128

## THINGS TO THINK ABOUT

### Job Characteristics

You may perform a variety of duties as part of your job.
You may work for a large company or possibly run your own business such as a restaurant.

Job benefits will vary with the employer.

### Advancement:

Home economists may advance to: advertising artists
display designers
furniture designers

### Related occupations:

Teaching
Business management
Clothing design

## PREPARATION AND TRAINING

This field requires high school graduation and four years of training in home economics usually at a college or university.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $192 |

## WHERE TO GET MORE INFORMATION

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NewHampshire VIEW
Vital Information for Education and Work

**JOB TITLE:**

ELECTRICAL ENGINEER

Electrical engineers design, develop and supervise the manufacture of electrical and electronic equipment.

**D.O.T.**

003.081

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Work with others
Consider spacial relationships
Do advanced math and science
Think and express yourself clearly and logically both in speech and writing

### You should prefer to:

Do exact, precise work
Read articles and books on engineering and science developments
Keep abreast of new developments

### You should know that:

The work is challenging, usually non-repetitive and gives opportunity for research.
It is becoming more important to have an advanced degree in engineering.

## ON THE JOB

The field of electrical engineering can be divided into two broad areas: power and electronics. Electrical engineers design, develop and supervise the manufacture of electrical and electronic equipment. They also design and help in the operation of facilities for generating and distributing electric power. In the field of transportation, they design generating systems for cars, trains, airplanes, ships, submarines and space vehicles. Electrical engineers also work in the design and application of lights.

**JOB TITLE:** ELECTRICAL ENGINEER **D.O.T.** 003.081

## THINGS TO THINK ABOUT

### Job Characteristics

Working conditions vary depending on the area of work (research, design, production, etc.)
Usually work inside using the most modern equipment
The more responsible your position, the more hours you work

Job benefits will vary with the employer.

### Advancement:

Administrative or supervisory positions
Jobs requiring higher level skills
For the qualified individual, limitless opportunities for advancement and reward

### Related occupations:

Electronics engineer
Radio and TV engineer
Systems engineer
Electrical engineering technology

## PREPARATION AND TRAINING

You should complete a high school college preparatory program including physics, chemistry, mechanical drawing, English and all math courses possible.

A Bachelor's degree is the minimum requirement for this career. Most electrical engineering colleges provide a broad, basic program for the first two years. During the last two years, the students concentrate on a specialty. There is a trend toward the requirement of an advanced degree particularly for those interested in teaching or research.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $163 |

## WHERE TO GET MORE INFORMATION

SEE YOUR SCHOOL COUNSELOR
OCCUPATIONAL OUTLOOK HANDBOOK

THE DEPARTMENT OF EMPLOYMENT SECURITY OFFICE NEAREST YOU.

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8/76

**NewHampshire VIEW**

Vital Information for Education and Work

**JOB TITLE:**

ELECTRICIAN, MAINTENANCE

**D.O.T.**

829.281

The maintenance electrician wires control panels and most machine tool electrical systems. They may also repair and install electrical equipment.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Use your hands well and control small finger movements
Handle tools well
Work with details
Work with electrical equipment

### You should prefer to:

Follow complicated and technical directions
Work from very detailed drawings and diagrams

### You should know that:

Skills can be learned through experience but a formal training program will increase job opportunities.

## ON THE JOB

A maintenance electrician performs all the necessary operations to install, maintain and repair electrical and electronic equipment. Some of the equipment a maintenance electrician will work on are: motors, switchboards, starters, transformers, generators and specialized equipment. They may also clean, repair and replace worn or defective parts in equipment and make adjustments. They may install wiring circuits and check and inspect equipment periodically.

The work of a maintenance electrician covers a wide range of operations requiring skill and knowledge as well as responsibility.

**JOB TITLE:** ELECTRICIAN, MAINTENANCE **D.O.T.** 829.281

## THINGS TO THINK ABOUT

### Job Characteristics

Good working conditions
Work requires many varied tasks
Chance to show that you can work alone
Usually good wages
Little supervision
Hazards of working with electrical equipment

### Advancement:

Supervisor
Plant electrical superintendent

### Related occupations:

Most jobs in the field of electricity

## PREPARATION AND TRAINING

High school graduation is necessary for advancement in this job. The N.H. Vocational Technical Colleges at Berlin, Manchester, Portsmouth, Claremont, Nashua and Laconia offer Associate Degree (2 year) programs in Industrial Electricity and Industrial Electronics.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 plus overtime | $143 |

## WHERE TO GET MORE INFORMATION

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New Hampshire VIEW
Vital Information for Education and Work

JOB TITLE:

D.O.T.

ELECTRIC MONORAIL CRANE OPERATOR

The electric monorail crane operator moves and lifts heavy equipment with precision.

921.883

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Work with heavy equipment
Operate power driven machinery using various pedals and levers to rotate the crane
Precision handling is essential

### You should prefer to:

Work outdoors on heavy construction
Work closely with another operator, usually a crane follower
Skills vary but interest in complex machinery is important

### You should know that:

It is a very responsible job.
Safety is very important.
You may be expected to join a union.

## ON THE JOB

As an apprentice, you will probably begin with crane maintenance. As you assist the operator, you will learn its operation. A great deal of emphasis will be placed on safety. As an apprentice, you will work closely with the crane follower.

Since you will be lifting and moving heavy equipment with precision, you must be in good health and your mental attitude is important. Dirctions for operation are given using hand signals since it is generally a noisy operation.

The machine is an electrically powered hoist mounted on a frame which is suspended from a wheeled truck that runs along a single overhead track.

**JOB TITLE:** ELECTRIC MONORAIL CRANE OPERATOR **D.O.T.** 921.883

## THINGS TO THINK ABOUT

### Job Characteristics

Manipulates an number of attachments as well as levers
Trend is toward more versatility
Employed by various industries especially large construction jobs
Many jobs involve working for the U.S. Government

Job benefits will vary with the employer.

### Advancement:

Journeyman
Crane operators - derricks, hoists, etc.
Superintendent with experience

### Related occupations:

All crane operations
Construction jobs involving electricity
Cinder crane operator
Stock craneperson

## PREPARATION AND TRAINING

Although a high school diploma is not required, shop training is recommended. Courses in electronics, math and science are important if one is to advance in this field. Knowledge of machinery maintenance and safety procedures is essential. There are heavy equipment schools which will train high school graduates in this field.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $130 |

## WHERE TO GET MORE INFORMATION

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Front of this book (Other sources of information).

JOB TITLE:

D.O.T.

# ELECTROCARDIOGRAPH TECHNICIAN

078.368

An electrocardiograph technician uses an electrocardiograph to measure the action of the heart muscle and record data for the diagnosis of heart ailments.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Be extremely accurate and precise
Keep exact records
Follow instructions
Be neat and clean

### You should prefer to:

Work in the field of health

### You should know that:

## ON THE JOB

The electrocardiograph technician attaches electrodes to the patient's body. These electrodes measure variations in heart muscle action. After the recording machine has been turned on, the technician moves the electrodes to different positions on the patient's chest. The technician is responsible for seeing that the recording machine is kept supplied with ink and paper. The technician sends the electrocardiogram to the cardiologist for analysis.

**JOB TITLE:** ELECTROCARDIOGRAPH TECHNICIAN **D.O.T.** 078.368

## THINGS TO THINK ABOUT

### Job Characteristics

Good working conditions
Clean work
Not strenuous

Job benefits will vary with the employer.

### Advancement:

None without further training

### Related occupations:

Other medical technician positions

## PREPARATION AND TRAINING

A high school diploma is required for this position. On the job training is available.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $111 |

## WHERE TO GET MORE INFORMATION

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**JOB TITLE:** **D.O.T.**

## ELECTRONICS TECHNICIAN

003.181

This job is particularly interesting to people who like the research and development of new products. Electronics technicians work closely with engineers, using electronic theory and principles to build, test, repair and install electronic equipment.

### DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

### TO GET THE JOB

**You should be able to:**

Use your eyes for close work for a long period of time
Do detailed, precise work with your hands
Follow exact instructions
Work under pressure and be patient and persistent

**You should prefer to:**

Work inside
Do detailed work

**You should know that:**

This is one of the fastest growing occupational groups in the U.S..

### ON THE JOB

Electronics technicians use layouts and blueprints to determine where the wiring goes in complicated electronics equipment. They assist engineers in the design and development of new electronic parts, systems and equipment. This often means building complex experimental models. They modify electronic testing equipment for special purposes and are constantly using testing equipment Once they "troubleshoot" a piece of equipment, they proceed to repair it. They refer to engineering handbooks, scientific research reports and other sources to get the information they need for a project. They keep records and write technical reports.

**JOB TITLE:** ELECTRONICS TECHNICIAN **D.O.T.** 003.181

## THINGS TO THINK ABOUT

### Job Characteristics

Challenging work with varied tasks
Well-lighted and ventilated working conditions
Job hazards include electrical shock and burns
Good chance for advancement

Job benefits will vary with the employer.

### Advancement:

Research technician
Supervisor
Engineer

### Related occupations:

Radar technician
Business machine maintenance technician
Communications technician
Computer service technician

## PREPARATION AND TRAINING

A high school diploma is required to get this job. In school math, science and English courses will help prepare you. Vocational courses in electricity and shop are also good background.

After high school, two years of technical training is usually required. This training is offered at the Vo-Tech Colleges at Berlin, Claremont, Laconia, Manchester, Nashua, Portsmouth and Concord.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $147 |

## WHERE TO GET MORE INFORMATION

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8/76

# NewHampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

ELECTROPLATER

An electroplater operates barrel plating equipment to coat metal objects electrolytically with metal.

**D.O.T.**

500.380

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Have patience and concentrate
Make accurate claculationa and measurements
Determine chemical solutions for many different purposes

### You should prefer to:

Solve complex technical problems
Take responsibility for expensive equipment
Memorize many facts and details

### You should know that:

It is a challenging field calling for continual study both on and off the job.
You will be working with all kinds of products.

## ON THE JOB

The nature of the work will vary with the size of the company. A plater in N.H. is likely to work in a small firm which handles a wide variety of jobs. In a small firm, you would be a generalist with a large number of skills. In a larger firm, you would probably specialize in one kind of plating operation as a technician with limited responsibilities and prescribed procedures to follow.

Electroplating is a combination of science and art. This is especially true in the smaller shops which frequently do custom plating. Since a trial and error process can be very expensive, the plater must know which processes are most likely to produce the desired effect.

**JOB TITLE:** ELECTROPLATER **D.O.T.** 500.380

## THINGS TO THINK ABOUT

### Job Characteristics

Shops that have a polishing department are likely to be noisy and dusty. The strong chemicals used in the process can be odorous and dangerous.

Job benefits will vary with the employer.

### Advancement:

Supervisor or manager
Head plater

### Related occupations:

Industrial salesperson (chemicals and equipment)
Technicians in chemical laboratories
Quality control

## PREPARATION AND TRAINING

Platers normally serve an apprenticeship of three to four years. Evening courses are available at major institutions.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $124 |

## WHERE TO GET MORE INFORMATION

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JOB TITLE:

ENGINEERING EQUIPMENT MECHANIC

The engineering equipment mechanic is one who sees that the mechanical equipment is in a state of good repair.

D.O.T.

620.281

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Find mechanical problems quickly
Enjoy reading to keep abreast of the latest engineering information

### You should prefer to:

Work with large equipment

### You should know that:

You must be at least 18 years of age.
You should have strength and manual dexterity to handle tools and equipment.

## ON THE JOB

To enjoy the job of engineering mechanic you must like to work with heavy equipment and enjoy getting your hands dirty. You will have the job of seeing that the machinery is kept in good repair. Your duties will involve rebuilding, repairing and adjusting equipment such as cranes, power shovels, paving machines, etc.. Mechanical knowledge is important since you will often have to repair the equipment on the spot. Inspection of the equipment before and after repair is also a function of the mechanic.

**JOB TITLE:** ENGINEERING EQUIPMENT MECHANIC **D.O.T.** 620.281

## THINGS TO THINK ABOUT

### Job Characteristics

Danger of injury when repairing heavy parts
Most work is done indoors although some repairs must be made on the spot

Job benefits will vary with the employer.

### Advancement:

Experienced mechanics with supervisory ability may advance to shop or service manager.

### Related occupations:

Machinist
Machine operator

## PREPARATION AND TRAINING

Vocational courses in high school are very valuable. The learning of skills for this job is done on the job as an apprentice. Some classroom training is occasionally available.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $130 |

## WHERE TO GET MORE INFORMATION

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8/76

# NewHampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

ENLISTED MAN/WOMAN

**D.O.T.**

369.999

The Armed Forces offer opportunities for training in many occupations for qualified men and women.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Pass the Armed Forces physical exam
Live a disciplined and structured life
Follow orders responsibly
Live in close quarters with others

**You should prefer to:**

Work indoors as well as outdoors
Work with others
Travel

**You should know that:**

You must sign a contract committing yourself to a definite period of service.
You must obey all orders and assignments regardless of personal preference.
The Armed Services offers many services and benefits to its members and their dependents.

## ON THE JOB

There is an extensive variety of duties performed by the members of the Armed Forces. The branches of the service provide similar salaries and benefits but different types of training and opportunities.

An enlistee will perform duties under military orders.

**JOB TITLE:** ENLISTED MAN/WOMAN

**D.O.T.** 369.999

## THINGS TO THINK ABOUT

### Job Characteristics

You may pick your field of training when you enlist.
Many academic and technical training programs are available.
You may have night and weekend duty.
Work can be very dangerous.

### Advancement:

In all branches of the service, an enlistee is promoted according to length of service and ability.

### Related occupations:

Federal, state or city government employee

## PREPARATION AND TRAINING

Basic or boot training is the initial on the job training given to each enlistee. During this time, they learn the fundamentals of military life. Following basic trianing, an enlistee will start specialized training in their chosen or assigned field.

All enlistees must pass a physical examination and take a written test. The results of the test will be used to determine the training programs best suited to the enlistee.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|

See your local recruiting officer.

## WHERE TO GET MORE INFORMATION

SEE YOUR SCHOOL COUNSELOR
OCCUPATIONAL OUTLOOK HANDBOOK

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New Hampshire VIEW
Vital Information for Education and Work

**JOB TITLE:** EXPEDITER

**D.O.T.** 222.368

The job of an expediter in a company or business is to make sure that orders are shipped efficiently and on time.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Take responsibilities
Perform work in an organized manner
Be dependable

### You should prefer to:

Perform your job with accuracy and the follow-up it requires

### You should know that:

You are responsible for getting merchandise shipped out on time.
You must check to see that purchase orders are correct.

## ON THE JOB

The expediter is the person responsible for making sure that orders are shipped out on time to the various customers. You must be an efficient person willing to take responsibility. There is a considerable amount of follow-up to assure that the merchandise is shipped and arrives on time.

Many times you must contact your customers to be sure your goods are arriving on time especially if a delivery date was promised. Another function of the expediter is to check to make sure that the quantity and quality of the goods shipped are adhering to specifications. The expediter needs a pleasant personality and must be able to communicate effectively with others.

**JOB TITLE:** EXPEDITER **D.O.T.** 222.368

## THINGS TO THINK ABOUT

### Job Characteristics

Stand for long periods of time
Much lifting of merchandise of varying weights
Must ship materials
See well

Job benefits will vary with the employer.

### Advancement:

Buyer
Stockroom manager

### Related occupations:

Sales clerk
Parts clerk

## PREPARATION AND TRAINING

High school graduates are preferred. There is on the job training to acquaint the worker with different clerical procedures and the location of merchandise.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $117 |

## WHERE TO GET MORE INFORMATION

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# NewHampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

FANCY STITCHER

A fancy stitcher performs decorative stitching on shoe uppers.

**D.O.T.**

690.782

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Perform accurate work
Work from and interpret patterns or designs for a specified task

### You should prefer to:

Work with your hands
Work inside in a shop situation

### You should know that:

Pay is frequently based on piecework
You will have to be able to perform intricate sewing quickly.

## ON THE JOB

A fancy stitcher operates a stitching machine to sew decorative designs or join trimmings on shoe uppers. They may also use applique stitches, blind row stitches, etching stitches, eyelet row stitches, harness stitches, shipper fitter, space row stitches and turning stitches.

**JOB TITLE:** FANCY STITCHER **D.O.T.** 690.782

## THINGS TO THINK ABOUT

### Job Characteristics

You will work inside in a shop situation
Relatively clean, easy work

Job benefits will vary with the employer.

### Advancement:

Stitching supervisor
Floor supervisor

### Related occupations:

Machine stitcher
Garment stitcher

## PREPARATION AND TRAINING

High school graduate preferred
On the job training available

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $99 |

## WHERE TO GET MORE INFORMATION

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8/76

**JOB TITLE:**

**D.O.T.**

FARM HAND

421.883

A farm hand performs a variety of work on a farm. The work to be done depends on the kind of farm and the season.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Do many kinds of physical labor which require lifting, carrying, bending, stretching, etc.
Operate all kinds of farm equipment
Care for livestock
Work under many different conditions and demands

### You should prefer to:

Do outside work
Work with plants, animals and land

### You should know that:

On some farms, it is necessary to get up very early.
Work may be done under pressure of deadlines and require long hours (haying and harvesting)

## ON THE JOB

A farm hand will perform a wide variety of tasks. The kinds of work to be done depends on the type of farm on which the worker is employed. Some types of work frequently performed by the farm hand include: cultivating, planting, harvesting, operating farm equipment, building maintenance and repair and livestock care.

**JOB TITLE:** FARM HAND **D.O.T.** 421.883

## THINGS TO THINK ABOUT

### Job Characteristics

Long hours are sometimes required.
Badweather conditions affect the work of a farm hand.

Job benefits will vary with the employer.

### Advancement:

Excellent preparation for starting your own farm.

### Related occupations:

Gardener
Groundskeeper

## PREPARATION AND TRAINING

A farm hand usually receives training on the job. Farm hands who have grown up on a farm are probably already well trained. A high school diploma is not required for this job.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 plus overtime | $85 |

## WHERE TO GET MORE INFORMATION

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**New Hampshire VIEW**

Vital Information for Education and Work

JOB TITLE: FARMER, DAIRY

A dairy farmer raises cows to produce milk and dairy products.

D.O.T. 411.181

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Lift and carry heavy weights
Bend, kneel, stoop and work in awkward positions
Get up early to milk the herd
Keep healthy, well-cared for animals and a clean barn with sanitary equipment

### You should prefer to:

Work on a farm both indoors and outdoors
Spend most of your working hours with cows and equipment

### You should know that:

No diploma is necessary

## ON THE JOB

Raising cows and producing milk are the two most important parts of dairy farming. To do this successfully, a farmer must know a great deal about cattle, their feeds, diseases and breeding. They must also understand the process of milk production, care and storage. A dairy farm producing milk is inspected by the state and must meet set standards if the milk is to be sold. Besides the care of the cattle and milk production, many dairy farmers cultivate and harvest crops to feed the cattle during the winter. They must operate farm machinery and repair farm buildings.

Some dairy farmers may have an investment of $200,000 to $500,000.

**JOB TITLE:** FARMER, DAIRY **D.O.T.** 411.181

## THINGS TO THINK ABOUT

### Job Characteristics

Heavy investment in machinery, stock, land and buildings
Losses due to diseased animals
Weather damage to crops and buildings
Long hours daily
Seven days a week

### Advancement:

A well-managed farm can be increasingly profitable as a business.

### Related occupations:

General farming
Other types of farming

## PREPARATION AND TRAINING

Many people become interested in farming by being raised on a farm. A farmer can receive training by working as a farm hand for an established farmer.

Educational training is available through the Thompson School of the University of New Hampshire. There are both two and four year programs available. Information and advice is available to farmers through the Extensin Service of the University.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 plus overtime | $82 |

## WHERE TO GET MORE INFORMATION

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# New Hampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

FARMER, POULTRY

A poultry farmer specializes in either egg or meat production.

**D.O.T.**

412.884

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Do many types of physical labor including much bending, lifting, etc.
Keep accurate records
Maintain clean conditions and well maintained equipment
Know feeding requirements and possible diseases and their treatment

### You should prefer to:

Live on a farm
Spend your time working with birds

### You should know that:

This is a seven-day-a-week and 365 day-a-year job.
Market prices and demands fluctuate.

## ON THE JOB

A poultry farmer will do different kinds of work depending on the specialty of the farm. A meat producer raises chickens, pheasants, turkeys or ducks and will spend a major portion of the day feeding the birds and adjusting their quarters. When the birds are small, they require even temperature, frequent feeding and much care. Every few months, the birds are sent to market and the pens or houses must be thoroughly cleaned and prepared for a new batch.

In egg production, feeding the hens and collecting and grading the eggs are the main jobs of the farmer.

**JOB TITLE:** FARMER, POULTRY **D.O.T.** 412.884

## THINGS TO THINK ABOUT

### Job Characteristics

Poultry meat production is sometimes done on a contract basis by which the farmer receives a regular check and the contractor assumes the risks and expenses of raising the birds. There is constant exposure to dust and the noise of cackling.

Job benefits will vary with the employer.

### Advancement:

Good management can increase profits.

### Related occupations:

Other types of livestock production

## PREPARATION AND TRAINING

A poultry farmer must acquire a basic knowledge of poultry diseases and treatment. This can be accomplished through taking courses at the Thompson School of the University of New Hampshire, in a four year UNH School of Agriculture program or through the Extension Service. You can also learn on the job as a farm hand.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 50-70 | $98 |

## WHERE TO GET MORE INFORMATION

SEE YOUR SCHOOL COUNSELOR
OCCUPATIONAL OUTLOOK HANDBOOK

THE DEPARTMENT OF EMPLOYMENT SECURITY OFFICE NEAREST YOU.

Front of this book (Other sources of information).

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8/76

NewHampshire VIEW
Vital Information for Education and Work

**JOB TITLE:**

FIREFIGHTER

Firefighters control and extinguish fires, protect life and property and maintain firefighting equipment.

**D.O.T.**

373.884

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Climb ladders
Lift heavy equipment
Give emergency care
Be alert, courageous, have initiative, good judgement and endurance

### You should prefer to:

Help people
Work at a job requiring courage and strength

### You should know that:

Usually, a person must be at least 18 years old.
You may have to take an intelligence test and a physical exam.

## ON THE JOB

A firefighter uses many different fifefighting methods and equipment in emergency situations fighting fires. They must be well prepared at all times. Firefighters must maintain their equipment at the station, have a knowledge of first aid and know how to drive a fire truck.

Another important responsibility of the firefighter is fire prevention. This involves inspecting buildings and equipment to see that they meet fire safety standards. They also work to educate the public about fire prevention through lecture and demonstration. In large port cities, some firefighters work on fire boats.

**JOB TITLE:** FIREFIGHTER **D.O.T.** 373.884

## THINGS TO THINK ABOUT

### Job Characteristics

Stable occupation with infrequent lay-offs
Hazardous work
On call at all times
Some firefighters live at the station

### Advancement:

Lieutenant
Captain
Chief

### Related occupations:

Fire prevention engineer
Rescue squad
Ambulance crew
Fire prevention inspector
Arson inspector

## PREPARATION AND TRAINING

After applicants have satisfactorily passed all qualifying tests and selection for the job, they undergo several weeks of special training on the job. The firefighter must learn different firefighting techniques for various types of fires (oil, electrical, etc.), fire prevention and fire regulations. A high school diploma is usually expected.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 42-56 | $125 |

## WHERE TO GET MORE INFORMATION

SEE YOUR SCHOOL COUNSELOR
OCCUPATIONAL OUTLOOK HANDBOOK

THE DEPARTMENT OF EMPLOYMENT SECURITY OFFICE NEAREST YOU.

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N.H. Fire Service Training
Concord, N.H. 271-2661

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8/76

# New Hampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

FITTER I

**D.O.T.**

801.281

A fitter fashions flat pieces of metal into three-dimensional components which range from one inch square to six feet square.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Rapidly and accurately perform a complicated series of steps
Read blueprints and visualize complex relationships
Develop good eye-hand co-ordination
Improvise, using common sense, to do skilled mechanical work

### You should prefer to:

Work with your hands
Be exact and methodical
Work closely with other members of a highly skilled team

### You should know that:

The degree of precision varies with the job
Some heavy lifting may be required
Work with heavy, expensive and possibly dangerous machinery

## ON THE JOB

In addition to demanding intense concentration, this type of precision work can involve a degree of creativity and "yankee ingenuity" in solving new and challenging problems. There is seldom any monotony in a plant turning out a variety of products.

An experienced worker might run a punch press, a drill press, press brakes for folding metal sheets, grinding and spot welding machines. More experienced fabricators may specialize in heli-arc welding which calls for a good electrical background.

**JOB TITLE:** FITTER I **D.O.T.** 801.281

## THINGS TO THINK ABOUT

### Job Characteristics

Under close supervision for the first few years of training
Shops are noisy and can be hazardous due to heavy machinery and strong chemicals used
Under pressure to meet production quotas each day
Precision fabricators usually work indoors year round
Ship fitters usually work outdoors when weather permits

### Advancement:

Experienced fabricators with the right qualifications may advance through the ranks to managerial positions.

### Related occupations:

Inspector
Quality control
Assembly
Mechanical trades technical sales
Metallurgy

## PREPARATION AND TRAINING

On the job training or an apprenticeship is usually available in the place which employs you.

Training at a Vocational Technical College will be valuable. High school courses in math and shop will help you assess your aptitude for this type of work.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $124 |

## WHERE TO GET MORE INFORMATION

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8/76

# New Hampshire VIEW
Vital Information for Education and Work

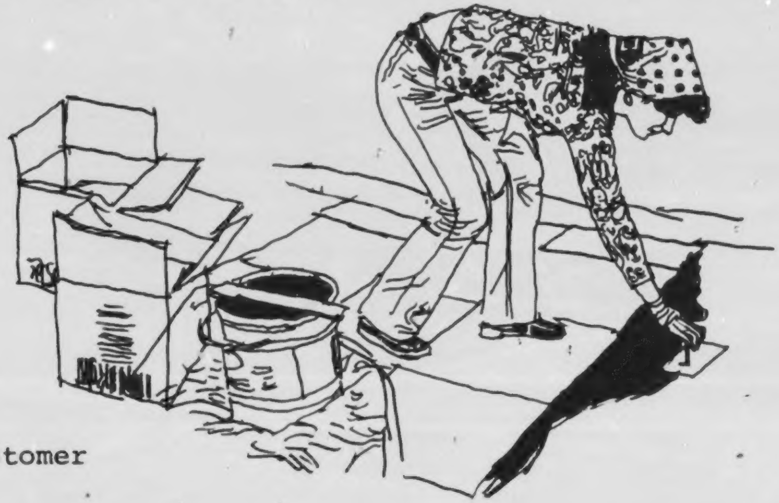
**JOB TITLE:**

FLOOR LAYER

**D.O.T.**

864.781

Floor layers install floor coverings of linoleum, vinyl tile, asphalt tile, carpet and other materials over wood, concrete and other sub-flooring.



## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Work where it may be dusty
Lift heavy rolls of carpet and vinyl
Spend a great deal of time on your knees
Make careful measurements

### You should prefer to:

Work indoors and do neat work to please the customer

### You should know that:

This trade is not usually taught at vocational schools. Therefore, you will probably have on the job training.

## ON THE JOB

Since the floor layer must have a good surface to work on, any defects must be corrected by sanding, filling cracks or installing plywood or other underlay. When covering concrete, special care must be taken to check for moisture.

Each type of floor covering requires some variation in the installation. Regardless of the covering used, it is most important that the worker take special care in matching and fitting door openings, along walls that may not run true, around pipes and other permanent fixtures. Installing decorative patterns or designs requires skill and precision.

**JOB TITLE:** FLOOR LAYER **D.O.T.** 864.781

## THINGS TO THINK ABOUT

### Job Characteristics

Work is steady and usually performed under pleasant conditions
Skilled floor layers can profitably go into business for themsleves
Work can be strenuous with much of the work day spent on the knees
When renovating old buildings, work can be dusty
Sometimes necessary to work evenings when buildings are vacant

### Advancement:

Limited in small shops
Skilled floor layers can go into business for themselves. This generally requires some financial backing.

### Related occupations:

Carpenter
Painter
Plasterer
Roofer

## PREPARATION AND TRAINING

On the job training with an experienced floor layer is the way many floor layers get started. Many of the large manufacturers of flooring materials have training programs in which the fundamentals of floor laying are taught.

Courses in blueprint reading and mathematics are helpful.

Floor layers are employed by furniture and department stores.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $95 |

## WHERE TO GET MORE INFORMATION

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8/76

NewHampshire VIEW
Vital Information for Education and Work

**JOB TITLE:**

FLORAL DESIGNER

The floral designer prepares floral pieces for many occassions. They use flowers and greenery in their work.

**D.O.T.**

142.081

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Work while standing for long periods of time
Make artistic and creative designs
Lift moderately heavy loads

### You should prefer to:

Be creative
Deal with the public
Work with plants and flowers

### You should know that:

You should have quick, deft fingers
Good color sense is important

## ON THE JOB

The floral designer must be aware of new styles in floral design and arrangements. Their work requires long and irregular hours during certain times particularly during holiday seasons. Simple bookkeeping and counter sales ability may be required at times. This is especially true in small shops.

If you are artistic and enjoy working with beautiful flowers, this could be an interesting job.

**JOB TITLE:** FLORAL DESIGNER **D.O.T.** 142.081

## THINGS TO THINK ABOUT

### Job Characteristics

You must have a good knowledge of flowers
Finger dexterity is necessary
You may have to deal with customer complaints
Overtime work is frequent

### Advancement:

Store manager
Self employed with minimal capital investment

### Related occupations:

Greenhouse worker
Landscape artist
Display person

## PREPARATION AND TRAINING

No standard course is required for this job. A great number of florists have learned this job by working under an experienced florist. Designers must keep up with the latest styles in arranging and design. Formal education is available at any floral design school.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 plus overtime | $85 |

## WHERE TO GET MORE INFORMATION

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8/76

**New Hampshire VIEW**
Vital Information for Education and Work

**JOB TITLE:** FORESTRY AIDE

**D.O.T.** 441.384

The forestry aide helps foresters in caring for both public and private forest lands.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Work well with people
Follow orders
Be patient and dependable
Do physical work

### You should prefer to:

Walk long distances in rough country
Work outdoors in all kinds of weather
Work with minimal supervision

### You should know that:

You may have to work in remote areas
In government work, the minimum experience requirement is two seasons of related work

## ON THE JOB

Forestry aides, sometimes called technicians, assist foresters in managing and caring fo both public and private forest lands. They may also be engaged in all phases of fire prevention and control.

Among the duties of the aide are the estimation of the growth and value of the timber, tree pruning, trail maintenance, pest control and inventory of burned over areas.

**JOB TITLE:** FORESTRY AIDE

**D.O.T.** 441.384

## THINGS TO THINK ABOUT

### Job Characteristics

You must have good physical stamina.
There will be long periods of hard work.
Occasionally, you will work with heavy equipment.

Job benefits will vary with the employer.

### Advancement:

With advanced study, you could work for the government as a forest ranger.
Supervisor

### Related occupations:

Firefighter
Nurseryman

## PREPARATION AND TRAINING

The forestry aide may learn his trade in a variety of ways. The aide may qualify for a position after completing a two year course at a trade school. Work experience in felling and/or planting trees and fighting fires is also helpful. Government workers must pass a Civil Service examination.

The Thompson School at the University of New Hampshire has a two year forestry program.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $104 |

## WHERE TO GET MORE INFORMATION

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8/76

New Hampshire VIEW
Vital Information for Education and Work

**JOB TITLE:**

FROTHING MACHINE OPERATOR
(Rubber goods)

A frothing machine operator mixes air with latex in order to make foam rubber.

**D.O.T.**

550.782

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Stand on your feet all day
Make precise adjustments
Weigh materials accurately

### You should prefer to:

Have a machine tending job
Work in a factory

### You should know that:

You must be at least 18 years old.

## ON THE JOB

A frothing machine operator tends a machine which produces foam rubber. Adjustments must be made on the machine to regulate the amounts of latex and air flowing into the machine. When the latex is mixed with the air it is drained into tanks. The frothing machine operator also regulates spray pumps and temperature controls in preparing molds for the latex.

**JOB TITLE:** FROTHING MACHINE OPERATOR **D.O.T.** 550.782

## THINGS TO THINK ABOUT

**Job Characteristics**

Not very strenuous work
May be exposed to heat
Sometimes unpleasant odors

Job benefits will vary with the employer.

**Advancement:**

Supervisor

**Related occupations:**

Other machine tending jobs

## PREPARATION AND TRAINING

High school graduates are preferred for this work but a diploma is not always required. On the job training is given.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $101 |

## WHERE TO GET MORE INFORMATION

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8/76

# NewHampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

FUNERAL DIRECTOR

A funeral director embalms bodies and repairs parts that have been damaged. They also greet people at the funeral parlor and attempt to console them at times.

**D.O.T.**

187.168-026

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Lift caskets and bodies
Put up with the gruesome part of the job
Suture and repair bodies

### You should prefer to:

Use cosmetics to repair parts of the body
Meet and console families
Investigate family records and prepare obituaries

### You should know that:

Knowledge of medical terms may be very helpful

## ON THE JOB

Embalming bodies and presiding at the wake are the main roles of the funeral director. To embalm bodies, the funeral director must know how to repair parts of the body which have been harmed and must work with cosmetics. They must be able to write obituaries for the newspaper. They investigate family records to obtain the necessary information for the death certificate.

In addition to setting up the wake, the funeral director must arrange for the funeral. If the deceased is to be buried with some type of ceremony, it is the director's job to make all necessary arrangements. The director must also obtain the deed to the burial place and have it prepared.

**JOB TITLE:** FUNERAL DIRECTOR **D.O.T.** 187.168-026

## THINGS TO THINK ABOUT

### Job Characteristics

Work irregular hours
May have to pick up heavy objects such as chairs, caskets, etc.
Organization of everything pertaining to the smooth operation of a funeral

Job benefits will vary with the employer.

### Advancement:

Owner of your own funeral home
Funeral director of a larger funeral home

### Related occupations:

Manager of a funeral home
Undertaker's assistant
Undertaker

## PREPARATION AND TRAINING

Requirements vary from state to state. In general, a funeral director must complete high school, one year of embalming school and two years of apprenticeship. It is recommended that a student study biology, chemistry, bookkeeping, economics, English and public speaking.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| varied | $228 |

## WHERE TO GET MORE INFORMATION

SEE YOUR SCHOOL COUNSELOR
OCCUPATIONAL OUTLOOK HANDBOOK

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8/76

JOB TITLE:

D.O.T.

FURNITURE FINISHER

763.381

A furniture finisher does finishing and refinishing of wooden furniture. They may specialize in refinishing antiques.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Work with a lot of patience
Be able to detect subtle differences in color and tone
Apply specialized techniques
Lift and move heavy pieces

### You should prefer to:

Work with wood
Work carefully and precisely

### You should know that:

This job requires a great deal of experience and skill.

## ON THE JOB

Furniture refinishers finish new furniture to a specific color or tone. They may attempt to match an old finish when repairing worn or damaged furniture. They must have a knowledge of wood properties, finishes and furniture styles. They use a variety of hand tools in their work. When removing old finishes, they must use a variety of materials and techniques to prepare the surface to receive a new finish.

**JOB TITLE:** FURNITURE FINISHER **D.O.T.** 763.381

## THINGS TO THINK ABOUT

### Job Characteristics

Much hand work
Use of specialized skills and knowledge
Work may be messy and dirty
May be exposed to strong odors

### Advancement:

Self employed
Supervisor

### Related occupations:

Furniture repair and upholstering
Furniture manufacturing business

## PREPARATION AND TRAINING

Courses in shop and woodworking in high school are good beginning preparation for this skill. Apprentice training is available in some situations. Some programs are available through the Vo-Tech Colleges.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 . | $111 |

## WHERE TO GET MORE INFORMATION

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8/76

# NewHampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

FURNITURE MOVER

A furniture mover prepares, loads and delivers furniture and other articles to their proper destination.

**D.O.T.**

909.887

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Lift and carry objects weighing up to 100 pounds and sometimes more
Be exposed to physical hazards and a noisy working environment
Work in all kinds of weather

### You should prefer to:

Follow instructions
Work with things and objects
Adjust to repetitive short and long haul moving

### You should know that:

You may be required to obtain a commercial operators licence to drive a truck.
Delivery may call for unusual working hours.
You must be a good planner in arranging furniture in the truck.

## ON THE JOB

Furniture moving requires a high degree of dexterity and mechanical ability. Carefulness, patience and accuracy are desirable. No special training is required since beginners are trained on the job.

The movers must wrap and load furniture and household items. They are expected to arrange the items in a compact manner using padding and ropes to prevent breakage and damage. Upon arrival at the destination, they must unload the items.

JOB TITLE: FURNITURE MOVER D.O.T. 909.887

## THINGS TO THINK ABOUT

### Job Characteristics

Wrapping and crating furniture for shipment
Driving a truck and sometimes a tractor trailer
Heavy work
Long hours driving, standing on your feet and lifting

Job benefits will vary with the employer.

### Advancement:

Supervisor of a large moving company
Manager of the company

### Related occupations:

Furniture distributor

## PREPARATION AND TRAINING

Some high school will be necessary if the worker wishes to advance. The ability to speak, read and write English is important. A basic knowledge of arithmetic is of utmost importance. No one should undertake this job if they are not physically strong.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| varied | $104 |

## WHERE TO GET MORE INFORMATION

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8/76

# New Hampshire VIEW

Vital Information for Education and Work

JOB TITLE:

FURNITURE SALESPERSON

D.O.T.

274.358

A furniture salesperson sells beds, tables, chairs, chests, cabinets, pictures, mirrors, lamps, rugs and carpets.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Meet and talk with people
Lift heavy articles of furniture
Have good color vision
Have a flair for interior decorating

### You should prefer to:

Assist people in making wise shopping decisions
Work in a store on your feet for most of the day
Work flexible hours according to demands such as Christmas and other holidays

### You should know that:

You will have to deal with unpleasant as well as pleasant people.
You will have a lot of other duties than selling furniture such as arranging show rooms.
Your work environment is generally pleasant.

## ON THE JOB

A furniture salesperson may work in the furniture department store or in a smaller store that sells only furniture. Often business is conducted in the evening or on Saturdays when husbands and wives go shopping together.

A furniture salesperson may have to know a lot about interior decorating to advise customers on their selections. They may also have to help customers arrange for time payment on their purchases.

**JOB TITLE:** FURNITURE SALESPERSON

**D.O.T.** 274.358

## THINGS TO THINK ABOUT

### Job Characteristics

May have to work weekends and evenings
You may have to unload, uncrate and rearrange furniture periodically

Job benefits will vary with the employer.

### Advancement:

Department supervisor
Store manager
Store proprietor

### Related occupations:

Other sales positions
Management

## PREPARATION AND TRAINING

High school graduate
Two years of business school training would be helpful
Related high school business and Distributive Education courses

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $100 |

## WHERE TO GET MORE INFORMATION

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8/76

# NewHampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

GARMENT INSPECTOR

A garment inspector examines garments for quality and conformity to standards.

**D.O.T.**

789.687

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Have good eyesight and not be hampered in inspection by patterns, etc.
Have background knowledge of garment sewing, etc.

### You should prefer to:

Appraise a finished product in a critical manner
Assure quality of the finished product

### You should know that:

The responsibility for a high quality finished product rests with your inspection process.

## ON THE JOB

A garment inspector examines garments for quality and conformity to standards. They inspect garments to detect imperfections such as material flaws, stains, poor seaming and faulty pressing. They compare the label on the garment with the hanger ticket to insure correct marking of style, size and material content. Defective garments are marked for rework in the sewing or pressing rooms. Sometimes, the inspector will fit a garment on a standard size form or measure the waistline to verify size.

**JOB TITLE:** GARMENT INSPECTOR

**D.O.T.** 789.687

## THINGS TO THINK ABOUT

### Job Characteristics

Work inside often under noisy conditions
Clean, orderly work environment
This job is the final step in the assembly process.

Job benefits will vary with the employer.

### Advancement:

Department supervisor
Head garment inspector

### Related occupations:

Garment sewing machine operator
General sewing machine operator

## PREPARATION AND TRAINING

High school graduate
On the job training is available.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $87 |

## WHERE TO GET MORE INFORMATION

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8/76

New Hampshire VIEW
Vital Information for Education and Work

**JOB TITLE:**

GRINDER CHIPPER I

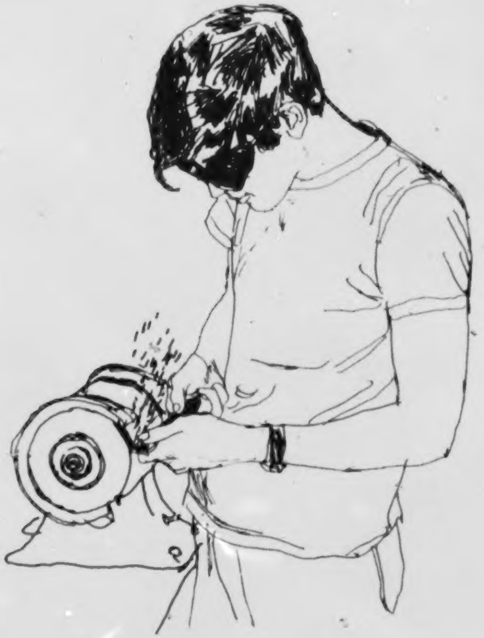
A grinder chipper worker uses hand and power tools to do grinding and chipping on metal parts and assemblies.

**D.O.T.**

705.884

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?



## TO GET THE JOB

**You should be able to:**

Lift up to 100 pounds
Climb, stoop, kneel and reach
Work well with your hands
Follow instructions

**You should prefer to:**

Work with machinery
Work indoors

**You should know that:**

You may be required to join a union.

## ON THE JOB

Grinder chipper workers work on metal parts or assemblies to groove, round or straighten edges, remove excess stock and repair defects. They use portable grinders, chipping hammers, pedestal grinders and hand files. They may use an acetylene torch sometimes. They may have to climb large assemblies to work on location. This job requires some mechanical ability and knowledge of the use of different kinds of tools and machinery.

**JOB TITLE:** GRINDER CHIPPER I

**D.O.T.** 705.884

## THINGS TO THINK ABOUT

### Job Characteristics

Fairly heavy work in some cases
Noisy working conditions
May be fumes and vibrations from machinery and materials
Clean slag from welds

### Advancement:

Supervisor
Skilled machinist
Welder

### Related occupations:

Machine operator
Foundry work

## PREPARATION AND TRAINING

On the job training lasts from 3 to 6 months. Any previous experience in the use of power tools and metal working is of great advantage. A general high school course of study which includes mechanics, metal working, drafting and other industrial arts courses is very helpful.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $111 |

## WHERE TO GET MORE INFORMATION

SEE YOUR SCHOOL COUNSELOR
OCCUPATIONAL OUTLOOK HANDBOOK

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8/76

# New Hampshire VIEW

Vital Information for Education and Work

JOB TITLE:

GRINDER OPERATOR (Machine shop)

A grinder operator tends one or more machines set up to grind metal pieces on a production basis.

D.O.T.

603.885

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Stand all day
Do light lifing
Have good eyesight
Use specialized measuring de

### You should prefer to:

Work inside
Work at a machine

### You should know that:

You may have to join a union.
Safety is very important.

## ON THE JOB

This is a machine tending job. The grinder operator starts the machine and feeds the work piece into the machine. When the grinding operation is completed, the operator measures and inspects the finished piece to make sure it meets specifications. The operator may use preset guages, micrometers and calipers to make measurements. The operator may have to adjust controls on the grinding machine for different jobs. The job may require some routine machine maintenance such as replacing worn grinding wheels and dressing the wheels.

This is a skilled operation of vital importance in the overall operation of the machine shop.

**JOB TITLE:** GRINDER OPERATOR (Machine shop) **D.O.T.** 603.885

## THINGS TO THINK ABOUT

### Job Characteristics

There may be noisy working conditions.
There will be some vibrations from the machines.
Safety equipment must be worn.

Job benefits will vary with the employer.

### Advancement:

Shop supervisor
Head grinding operator

### Related occupations:

Other polishing or grinding jobs
Any machine tending job

## PREPARATION AND TRAINING

There are no education requirements other than basic math skills. On the job training is given to new employees. High school courses such as shop and math are good preparation.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $121 |

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8/76

**NewHampshire VIEW**

Vital Information for Education and Work

JOB TITLE: D.O.T.

GRINDER OPERATOR, EXTERNAL TOOL

The grinder operator, external tool sets up and operates one or more external grinding machines.

603.280

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Use precision tools such as micrometers, calipers and work on all kinds of products
Read blueprints
Have manual dexterity and good eye-hand co-ordination
Think ahead of your work

### You should prefer to:

Do routine work
Solve difficult mechanical problems
Work with your hands

### You should know that:

You should be alert and safety-minded around potentially dangerous machinery.
You may have to lift heavy material.

## ON THE JOB

The grinder operator, external control sets up and operates one or more external grinding machines to grind external cylindrical and tapered surfaces of rotating metalwork pieces. This is done to blueprint specifications following tooling instructions and standard charts and applying knowledge of grinding procedures.

Grinders, unlike many production workers, have the satisfaction of seeing the finished product. It presents an additional challenge to do good work.

**JOB TITLE:** GRINDER OPERATOR, EXTERNAL TOOL **D.O.T.** 603.280

## THINGS TO THINK ABOUT

### Job Characteristics

Working with expensive machinery and being responsible for it
Exposed to noise and vibration
Lifting, moving and setting up castings
Continuous mental and visual concentration

### Advancement:

Lead grinder
Supervisor

### Related occupations:

Lathe operator
Most any type of machine operator

## PREPARATION AND TRAINING

On the job training and classroom training are available. High school courses in math and machine shop are important.

The chances of advancement are greater with training at a Vocational Technical College.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $111 |

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**New Hampshire VIEW**

Vital Information for Education and Work

**JOB TITLE:**

GRINDER SET-UP OPERATOR, THREAD

The grinder set-up operator sets up and operates one or more thread grinding machines to grind threads on metal objects.

**D.O.T.**

609.782

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Have good dexterity and co-ordination
Read guages and blueprints
Be willing to take orders and follow directions

**You should prefer to:**

Do repetitious work
Work with hands and machines

**You should know that:**

Work is done on production quota so your work will be timed.
You will have to work with close tolerances doing precision work.

## ON THE JOB

The thread grinder set-up operator operates one or more grinding machines which grind threads on metal objects such as screws, bolts and micrometer spindles. This is done to blueprint specifications following tooling instructions and standard charts as well as applying knowledge of thread grinding procedures. Certain measuring instruments are used as part of the job. Many different kinds of products are ground as part of this job. The operator may also be required to do some custom work.

The operator is required to be skillful, exact and efficient as well as to keep mistakes to a minimum.

**JOB TITLE:** GRINDER SET-UP OPERATOR, THREAD

**D.O.T.** 609.782

## THINGS TO THINK ABOUT

### Job Characteristics

Maintain work sheets with frequent supervision
Have to accept responsibility
Work in noisy areas

Job benefits will vary with the employer.

### Advancement:

Advancement to leader
Supervisor

### Related occupations:

Any mechanical work - bench grinding, lens grinding
Quality control

## PREPARATION AND TRAINING

High school machine shop and math courses are necessary. Shops which offer apprenticeship programs train employees on the job. Graduation from a Vocational Technical College is a good form of preparation.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $117 |

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**NewHampshire VIEW**

Vital Information for Education and Work

**JOB TITLE:**

GROCER

**D.O.T.**

290.468

A grocer has a variety of duties involved with pricing and stocking grocery merchandise and checking out customers' orders.

FCA&D
GRADE A
MILK

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Lift weights up to 50 pounds
Be on your feet and lifting, bending, stooping and reaching
Have a good memory
Work with speed and accuracy and keep good records

### You should prefer to:

Work indoors
Be physically active
Work along with others

### You should know that:

Evening and Saturday work is sometimes required.
Union membership is sometimes required.

## ON THE JOB

The grocer must see that the shelves in the store are well stocked all the time. They receive and unload stock from the suppliers and check the invoices. The stock must then be priced and shelved. Older stock must be moved to the front of the shelf. Care must be taken that the stock has eye appeal and that advertising displays are properly set up.

The grocer may have to assist the checkers in cashing out merchandise or in bagging.

**JOB TITLE:** GROCER

**D.O.T.** 290.468

## THINGS TO THINK ABOUT

### Job Characteristics

Steady, inside work in clean working conditions
Wages are good
On your feet most of the time
May be exposed to sudden temperature changes

### Advancement:

Department manager
Store manager
Owner of your own store

### Related occupations:

Stock inspector and checker
Sales clerk
Cashier

## PREPARATION AND TRAINING

The new worker will be instructed in their duties through on the job training. Short demonstrations and instructions make up most of the training.

Employers prefer high school graduates but this is not a requirement.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $111 |

## WHERE TO GET MORE INFORMATION

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8/76

# New Hampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

GROUNDSKEEPER

**D.O.T.**

407.884

A groundskeeper works outside and does gardening plus a bit of jack-of-all trades work.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Do work such as shoveling snow, raking leaves, planting and carrying heavy materials
Work in the cold or in strong sun
Be aware of any changes in the grounds and the condition of the grounds
Know some plant care information

### You should prefer to:

Work outside
Maintain well-kept grounds

### You should know that:

Knowledge of plants and gardening is very helpful but with interest, it can be learned on the job.

## ON THE JOB

None of the tasks performed by a groundskeeper are very difficult. They do require some basic knowledge of gardening and plant care. Some of the jobs of a groundskeeper include seeding the lawn, transplanting shrubs and flowers and killing insects. There is always weeding and mowing to do. Other duties include pruning and trimming hedges and trees and watering everything accurately. Tools and equipment must be maintained.

**JOB TITLE:** GROUNDSKEEPER **D.O.T.** 407.884

## THINGS TO THINK ABOUT

### Job Characteristics

Variety
Wonderful working conditions if you like being outside
Sunburn and frostbite are occupational hazards
Mosquitoes
Work may be seasonal

### Advancement:

Crew supervisor
Landscaper with experience and training

### Related occupations:

Landscaper
Gardener
Greenhouse worker or owner
Florist

## PREPARATION AND TRAINING

Training beyond high school is helpful if you wish to become more valuable to your employer or to go into busines for yourself. Further training is also necessary if you wish to work for a golf course or similar business.

Courses are available at the Thompson School of the University of New Hampshire.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $95 |

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8/76

# New Hampshire VIEW
Vital Information for Education and Work

JOB TITLE: D.O.T.

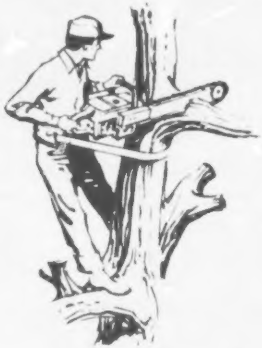
GRUBBER

A grubber clears the land of stumps, trees and brush to prepare it for cultivation.

429.887

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?



## TO GET THE JOB

### You should be able to:

Do hard physical work
Work machines that do clearing

### You should prefer to:

Work outdoors
Do physical labor

### You should know that:

Agility is necessary
Strength is important

## ON THE JOB

Grubbers remove clear land by removing growth and undergrowth. This is done to prepare the land for a construction site for a building or a development or for some other purpose. Grubbers must be able to handle all kinds of tools. Some of the tools they use include shovels, picks, axes, chains, chain saws, tractors, back hoes and bulldozers.

Much of the work is done using machines. However, there is a considerable amount which must be done by hand and requires physical strength.

**JOB TITLE:** GRUBBER **D.O.T.** 429.887

## THINGS TO THINK ABOUT

### Job Characteristics

Hard work
Ability to work various types of machines
Agility and planning in this work is important in avoiding injury

Job benefits will vary with the employer.

### Advancement:

Supervisor of grubbers in a large company
Build your own business based on the needs of the area

### Related occupations:

Landscaping
Farming
Lumbering

## PREPARATION AND TRAINING

Training in mechanics and machine operation at the high school and/or technical college level would be good training. Some companies offer on the job training. Any work you do clearing land will be good practice.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $104 |

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JOB TITLE:

D.O.T.

# GUAGE INSPECTOR

A guage inspector checks and adjusts guages, measuring instruments and testing equipment to make sure they meet specifications.

601.281

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

See well
Work with specialized testing equipment to make accurate measurements
Work well with your hands
Stand for long periods

### You should prefer to:

Work inside

### You should know that:

You may be requested to join a union.

## ON THE JOB

A guage inspector verifies the accuracy of guages and measuring equipment. The inspector examines the guage for wear or adjustment. If the guage does not pass inspection, it is taken apart to determine why it is defective. This work requires the use of special measuring devices such as a micrometer, a sine bar, a vernier height guage and a level protractor. The inspector must be able to read blueprints and use shop math.

**JOB TITLE:** GUAGE INSPECTOR **D.O.T.** 601.281

## THINGS TO THINK ABOUT

### Job Characteristics

Small, detailed work requiring accuracy
Not strenuous
Good working conditions

Job benefits will vary with the employer.

### Advancement:

To other more skilled machine work

### Related occupations:

Semi-skilled machine workers
Bench work

## PREPARATION AND TRAINING

On the job training is given. Although no high school diploma is required, preference is given to applicants with mathematical ability and blueprint reading skills.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $137 |

## WHERE TO GET MORE INFORMATION

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# New Hampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

GUARD

**D.O.T.**

372.868

A guard patrols and inspects property to protect it against fire, theft, vandalism and illegal entry.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Stand and walk for long periods of time
Work second or third shifts
Withstand the character and background evaluation

### You should prefer to:

Work inside or outside as the job demands
Accept responsibility

### You should know that:

You may be required to qualify for, carry and use firearms.
You cannot have a criminal record if you want this job.

## ON THE JOB

Guards patrol and inspect property to protect it against fire, theft, vandalism and illegal entry. The specific duties of these workers varies with the size, type and location of the employer's business. In office buildings, banks, hospitals and department stores, guards protect money, records, merchandise and equipment. At ports, airports and railroads, guards protect merchandise in shipment as well as property and equipment.

In all types of guard work, you must exercise mature judgement and have the ability to make decisions.

**JOB TITLE:** GUARD **D.O.T.** 372.868

## THINGS TO THINK ABOUT

### Job Characteristics

Work is performed both in and outdoors, in all kinds of weather and at all times of day and night.

Job benefits will vary with the employer.

### Advancement:

Chief of security
Police officer

### Related occupations:

Law enforcement
Watch person
Firefighter

## PREPARATION AND TRAINING

High school graduate
Courses in police techniques desirable

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $102 |

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# New Hampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

HAND SANDER

**D.O.T.**

761.887

A hand sander sands out defects in wood. This is sometimes done by machine but must frequently be done by hand.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Do many jobs
Stand on your feet all day
Lift pieces of furniture
Recognize flaws in the wood finish

### You should prefer to:

Work at a very repetitive job
Work with wood
Work with your hands

### You should know that:

All wooden furniture must be sanded before finishing.
Most hand sanders do other jobs involved in finishing furniture.

## ON THE JOB

The hand sander must sand out all defects in the furniture before sealer or stain is applied. The sander uses a vibrator sander and a sandpaper block. Before and after sanding, the pieces of furniture must be lifted into and out of the sanding area. This requires strength and lifting skill. A good worker in a furniture factory must be able to do many jobs and be dependable.

**JOB TITLE:** HAND SANDER **D.O.T.** 761.887

## THINGS TO THINK ABOUT

### Job Characteristics

Good working conditions
Requires strong hands
Although some factories pay sanders on a piecework basis, most require quality not quantity.

Job benefits will vary with the employer.

### Advancement:

Good performance will guarantee steady wage increases.
Supervisor

### Related occupations:

Stainer
Sprayer
Inspector

## PREPARATION AND TRAINING

Knowledge of wood and experience in woodworking courses is very helpful. Most employers require a high school diploma since it indicates dependability to them. Although many present workers in this field do not have a high school education, new workers will find it a requirement.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $111 |

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# New Hampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

HARVEST HAND, FRUIT

A harvest hand harvests fruits such as apples, pears, berries and nuts.

**D.O.T.**

404.887

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Work long hours outside
Be dexterous
Lift and carry heavy items

**You should prefer to:**

Work outside
Work without direct supervision
Work on a piecework basis

**You should know that:**

Work is usually seasonal with lay-off during the off-seasons.
You must be able to work rapidly because your pay is often based on volume.

## ON THE JOB

A harvest hand harvests fruit as part of a work crew. They pick and grade the fruit according to size and condition.

They may pick or pull bunches of grapes from vines. Berries must be picked by hand or as with cranberries, raked from the bush.

The harvester is often designated by the fruit being harvested. There are apple pickers, cranberry screeners and walnut knockers.

**JOB TITLE:** HARVEST HAND, FRUIT **D.O.T.** 404.887

## THINGS TO THINK ABOUT

### Job Characteristics

Work is performed outside.
Work is seasonal.
Payment is often made on a piecework basis.

Job benefits will vary with the employer.

### Advancement:

Supervisor

### Related occupations:

Truck gardener
Farmer

## PREPARATION AND TRAINING

Though not necessarily required, a high school graduate is desirable. On the job training is usually available.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $88 |

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# New Hampshire VIEW

Vital Information for Education and Work

JOB TITLE:

D.O.T.

## HEAD SAWYER

A head sawyer directs and performs the actual cutting of logs into boards.

667.782

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Follow directions and interpret sketches for orders
Good eye perception is necessary to estimate cuts and direct the saw
Lift heavy loads
Do different jobs requiring manual skill and mechanical knowledge

### You should prefer to:

Work outdoors since very few N.H. mills are enclosed or heated.
Steady work involving hand and eye co-ordination
Do mechanical work necessary to maintain equipment

### You should know that:

You must remain alert since the job can be very dangerous.
This is a noisy job with most directions given by hand signal.
Most sawyers alternate jobs with the log roller who feeds them the logs.

## ON THE JOB

A sawyer will perform a variety of jobs since most saw mills are small operations. Their main job is to guide the logs through the saw so that they are cut in the most efficient manner. Sawyers also prepare the logs for cutting and stack the newly cut lumber for storage or trimming. Many sharpen their saws and make adjustments to get the most efficient cut.

Although there is a roof over saw mills, they are otherwise open. Therefore, the work is outdoors even in the winter.

**JOB TITLE:** HEAD SAWYER **D.O.T.** 667.782

## THINGS TO THINK ABOUT

### Job Characteristics

Fairly clean job except for pitch on clothing
Sawdust occasionally flies into the worker's face
Year round job with steady employment

Job benefits will vary with the employer.

### Advancement:

Move from a hand mechanical mill to a hydraulic mill in which the process is automated.

### Related occupations:

Any job around a sawmill - fork lift operator, palate construction, log scaler, log roller

## PREPARATION AND TRAINING

On the job training is available. If you do well, you advance. Knowledge of math and good eye-hand co-ordination are essential.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $163 |

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JOB TITLE: D.O.T.

HEAVY EQUIPMENT OPERATOR 859.883

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Drive heavy equipment and have good mechanical sense
Judge distance accurately
Think and react quickly

**You should prefer to:**

Work outdoors
Work with heavy machinery

**You should know that:**

You must be at least 18 years old to operate construction equipment
You may have to maintain your equipment
You may have to obtain a special license and join a union

## ON THE JOB

A heavy equipment operator operates different types of power construction equipment such as tractors, derricks, cranes, shovels and graders. Other power equipment such as pile drivers, bulldozers and back hoes are driven by power equipment operators. A power equipment operator usually specializes in one type of equipment. Each machine has a number of complex controls and adjustments with which the operator must become familiar. Heavy equipment operators are employed by building and highway contractors, utility companies and public works and highway departments.

**JOB TITLE:** HEAVY EQUIPMENT OPERATOR

**D.O.T.** 859.883

## THINGS TO THINK ABOUT –

### Job Characteristics

Excellent wages
May be tiring, heavy work
Sometimes necessary to travel with the company to jobs in other areas
Seasonal lay-offs since there is little demand in winter

### Advancement:

From laborer or oilman to skilled operator to supervisor

### Related occupations:

Farm equipment operator
well-drill operator
truck driver

## PREPARATION AND TRAINING

Most employers prefer to hire high school graduates. Courses in shop, auto mechanics and math are helpful preparation. Operators are usually trained on the job on smaller, less complicated equipment under the direction of an experienced operator. Heavy equipment operators are sometimes trained through an apprenticeship program consisting of 6,000 hours (3 years) of on the job training. Prior training in automotive repair is helpful.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $180 |

## WHERE TO GET MORE INFORMATION

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New Hampshire VIEW
Vital Information for Education and Work

JOB TITLE:

D.O.T.

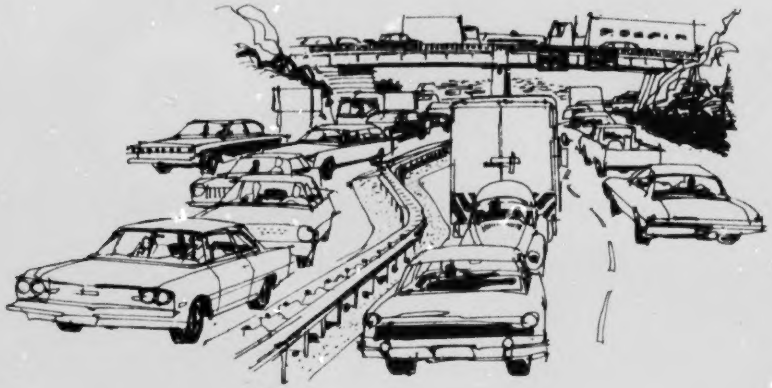
HIGHWAY MAINTENANCE PERSON

899.884

Highway maintenance workers are responsible for keeping highways and roads in good repair and clear of snow.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?



## TO GET THE JOB

### You should be able to:

Do heavy work and be on your feet a lot
Handle different kinds of tools and equipment
Drive a car or truck
Work closely with others and follow directions

### You should prefer to:

Work outside with tools and equipment
Work with other people in a work crew situation

### You should know that:

Work can be very strenuous in the winter
You must be over 18 to use power equipment
Many work for the state, county or local highway department

## ON THE JOB

Daily duties are determined by the season of the year. It is the job of the workers in this field to maintain the highways and roads in a safe, passable condition. In the winter this means plowing and sanding. Spring is clean-up and road repair. During the summer, more extensive repairs are made.

Workers are responsible for the maintenance, repair and storage of their equipment.

**JOB TITLE:** HIGHWAY MAINTENANCE PERSON

**D.O.T.** 899.884

## THINGS TO THINK ABOUT

### Job Characteristics

Outdoor work in all types of weather
Work keeps you in good physical condition
May have to work nights and weekends during bad weather

Job benefits will vary with the employer.

### Advancement:

Highway crew supervisor
Increases in pay

### Related occupations:

Groundskeeper
Truck driver
Road building work

## PREPARATION AND TRAINING

On the job training is provided to anyone who does this work. Employers prefer workers to be 18 and over. Age restrictions do not always apply to part time and summer help.

Vocational courses in general shop, machine shop and automotive mechanics are good preparation.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $140 |

## WHERE TO GET MORE INFORMATION

SEE YOUR SCHOOL COUNSELOR
OCCUPATIONAL OUTLOOK HANDBOOK

THE DEPARTMENT OF EMPLOYMENT SECURITY OFFICE NEAREST YOU.

Front of this book (Other sources of information).

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8/76

# New Hampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

HOUSEKEEPER

A housekeeper is responsible for supervision of personnel in hospitals, hotels and similar establishments.

**D.O.T.**

321.138

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Be on your feet for long periods of time
Organize work and workers effectively
Be responsible

**You should prefer to:**

Work with people
Work inside

**You should know that:**

A high school graduate is preferred.

## ON THE JOB

A housekeeper supervises the work of cleaning personnel. It is the housekeeper's responsibility to make sure that all rooms and facilities are clean and orderly. They assign workers their duties and inspect work to see that it is done properly. They inventory stock, order supplies, investigate complaints regarding housekeeping service and equipment. They may make recommendations for remodeling to the management. They screen applicants, train new employees and dismiss others.

**JOB TITLE:** HOUSEKEEPER **D.O.T.** 321.138

## THINGS TO THINK ABOUT

### Job Characteristics

Clean working conditions if you do your job well
Little or no physical labor involved
Must handle complaints
Tactful handling of employess' who need to improve

### Advancement:

Other managerial positions
Director of housing

### Related occupations:

Supervisor of custodians or groundskeepers
Caretaker

## PREPARATION AND TRAINING

A housekeeper usually begins work as a cleaning employee. After training and demonstration of necessary leadership qualities, there can be promotion to housekeeper.

A high school diploma is not required although business courses may prove helpful on the job.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40-45 | $82 |

## WHERE TO GET MORE INFORMATION

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**New Hampshire VIEW**

Vital Information for Education and Work

**JOB TITLE:**

INDUSTRIAL TRUCK DRIVER

The industrial truck driver operates a truck which moves and lifts heavy materials.

**D.O.T.**

922.883

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Understand and follow directions
Lift heavy materials
Drive carefully and skillfully
Judge distances

**You should prefer to:**

Work with machinery

**You should know that:**

You may have to perform routine truck maintenance on your vehicle.
Safety is very important.

## ON THE JOB

Power truck operators have the responsibility of moving heavy materials from one place to another. They load and unload goods and must remember where to place specific items. Most workers can learn to operate a power truck within a few days. There may be some manual labor required of power truck operators. They may also have to maintain records of the materials moved.

**JOB TITLE:** INDUSTRIAL TRUCK DRIVER **D.O.T.** 922.883

## THINGS TO THINK ABOUT

### Job Characteristics

You are not on your feet.
You may work in a poorly heated area indoors or outdoors sometimes.

Job benefits will vary with the employer.

### Advancement:

In a large company, you may advance to a position of supervisor of power truck operators.

### Related occupations:

Truck driver
Elevator operator
Tractor operator
Operator of other heavy equipment

## PREPARATION AND TRAINING

A high school diploma is usually not required to enter this job. On the job training is usually available.

High school courses in driver training and automotive mechanics will be useful as a background for this job.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $101 |

## WHERE TO GET MORE INFORMATION

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**JOB TITLE:**

INJECTION MOLDER, PLASTIC

An injection molder tends a machine in which products are cast from thermoplastic materials.

**D.O.T.**

556.782

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Stand for long periods of time
Follow directions
Work well with your hands
Have good eyesight

**You should prefer to:**

Work inside
Work with machinery
Work at a single job rather than a variety of jobs

**You should know that:**

## ON THE JOB

An injection molder sets up and operates an injection molding machine which casts plastic products. The machine operator installs the specified dies in the machine, sets the temperature controls, fills the machine with plastic powder or pellets and starts the machine. When the process is completed, the injection molder removes the finished article from the dies and trims any excess plastic from it. The molder may also be responsible for mixing thermoplastic materials and coloring pigments according to formula. Another task sometimes performed by the injection molder is preparing scrap plastic for re-use by grinding it.

**JOB TITLE:** INJECTION MOLDER, PLASTIC

**D.O.T.** 556.782

## THINGS TO THINK ABOUT

### Job Characteristics

Steady work
May be noisy working conditions
Odors from plastic materials may be unpleasant
Clean work

Job benefits will vary with the employer.

### Advancement:

Inspector
Supervisor
Production maintenance mechanic

### Related occupations:

Any machine tending or feeding work

## PREPARATION AND TRAINING

On the job training is available for people interested in this work. There are no educational requirements but of course a high school diploma and shop and mechanics courses are recommended. Any experience with machine operation is helpful.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $130 |

## WHERE TO GET MORE INFORMATION

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THE DEPARTMENT OF EMPLOYMENT SECURITY OFFICE NEAREST YOU.

Front of this book (Other sources of information)

8/76

JOB TITLE:

D.O.T.

INSPECTOR, FLOOR

A floor inspector tests or examines machinery parts, materials and assemblies.

609.381

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Work on your feet for a considerable period of time.
Use all standard measuring tools associated with the trade in which you are engaged.

### You should prefer to:

Accept responsibility for a portion of the production job.
Work inside

### You should know that:

You may be trained on the job.
You should be competent in blueprint reading, shop mathematics and electrical theory.

## ON THE JOB

A floor inspector tests or examines machinery parts, materials and assemblies at assembly, inspection or machinery stations to insure conformance to blueprints or other specifications. They inspect parts, materials and assemblies for surface defects and completeness, read blueprints and other specs to obtain product information and notify the inspection supervisor when the product fails to meet specifications.

**JOB TITLE:** INSPECTOR, FLOOR

**D.O.T.** 609.381

## THINGS TO THINK ABOUT

### Job Characteristics

Jobs usually in highly industrial areas
On the job training is often available
Working conditions may vary depending on the area to which the inspector is assigned.

Job benefits will vary with the employer.

### Advancement:

Inspection supervisor
Skilled inspector

### Related occupations:

Production worker
Bench inspector
General inspector

## PREPARATION AND TRAINING

High school graduate
On the job training is often available.
Blueprint reading, shop math and electrical theory are beneficial to this job.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $152 |

## WHERE TO GET MORE INFORMATION

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8/76

**JOB TITLE:**

INSPECTOR, GENERAL

**D.O.T.**

609.684

A manufacturing inspector checks each article and rejects any unsatisfactory items. Each inspector usually has a number which is packed with each item inspected.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Notice small details
Learn to use measuring devices
Make minor repairs and adjustments

**You should prefer to:**

Work inside

**You should know that:**

For some skilled inspecting jobs, courses in blueprint reading, shop math and electrical theory are needed.

## ON THE JOB

An inspector must check each item to be sure it is perfect. The type of inspection necessary will depend on the item. Plates are checked for glaze, chips and imperfections. A television set requires a series of special tests. Some manufactured goods must be measured with specific tools.

Records of imperfections and faulty pieces must be maintained. In some cases, the inspector may make minor adjustments and repairs. A skilled inspector is in a very responsible position and must work carefully and seriously.

**JOB TITLE:** INSPECTOR, GENERAL

**D.O.T.** 609.684

## THINGS TO THINK ABOUT

### Job Characteristics

Job opportunities in any industrial area
On the job training often available
Working conditions vary in different companies

### Advancement:

Supervisor
A semi-skilled inspector may become a skilled inspector.

### Related occupations:

Bench inspector
Floor inspector
Carburetor inspector
Sheet steel inspector

## PREPARATION AND TRAINING

Inspectors must have a complete understanding of the product involved. Depending on the product, the inspector may need a high school or even more education. Some employers prefer experienced production workers for inspecting jobs. On the job training is sometimes available.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $110 |

## WHERE TO GET MORE INFORMATION

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8/76

**JOB TITLE:**

**D.O.T.**

INSPECTOR, METAL FABRICATION

Metal fabrication inspectors inspect materials received, finished products and work in the process of fabrication to insure conformity with work orders and diagramatic and template specifications.

619.281

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Maintain records
Tactfully explain what is wrong with the rejected pieces
Good writing ability
Read blueprints

**You should prefer to:**

Work under supervision
Work with instruments

**You should know that:**

High school education is important
You need a good math background
You should attend a Vo-Tech College

## ON THE JOB

Metal fabrication inspectors are hired by the firm to insure that materials produced will be in perfect condition. This is important to both the producer and the buyer. While the job, the inspector makes use of guages, blueprints and a variety of fine instruments to detect flaws in the workmanship. In addition to marking parts for acceptance or rejection, the inspector may suggest changes in dies, fixtures and materials used. They may also recommend procedures for the salvage of flawed pieces.

JOB TITLE: INSPECTOR, METAL FABRICATION D.O.T. 619.281

## THINGS TO THINK ABOUT

### Job Characteristics

Repetitive work
Exacting
Must be reliable

Job benefits will vary with the employer.

### Advancement:

Technical level engineering
Tool control

### Related occupations:

Casting repair
Inspector: plate and weld
plate shop
structural
layout
machine operations
template

## PREPARATION AND TRAINING

Vocational Technical College courses
Ability to read blueprints

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $124 |

## WHERE TO GET MORE INFORMATION

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8/76

**New Hampshire VIEW**
Vital Information for Education and Work

**JOB TITLE:**

INSTRUMENT MAKER, HELPER

**D.O.T.**

600.884

This job may also be called Experimental Machinist or Model Maker. Instrument makers work closely with engineers in making experimental models to test new designs and ideas.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Use your hands well
Understand and work with machines
Learn to make very precise measurements and adjustments
Use your imagination to help make alterations to improve new designs

### You should prefer to:

Work with machines
Work inside
Use your own ideas to solve problems of design

### You should know that:

This is a very specialized job with limited positions available.
Safety is important.

## ON THE JOB

Instrument makers make workable test models of the ideas of scientists and engineers. They may work from rough sketches, verbal instructions or well detailed blueprints. They usually work on their own. They must be able to plan and lay out the operations necessary to make the model. They may even design parts of the model themselves. They must have complete knowledge of machine tool operation in order to be able to produce some of the parts they need. Accuracy is extremely important. This is a job which requires a lot of care, patience, responsibility, imagination and knowledge.

**JOB TITLE:** INSTRUMENT MAKER, HELPER **D.O.T.** 600.884

## THINGS TO THINK ABOUT

### Job Characteristics

Very interesting, challenging work
Good working conditions
Hazards of working with machines

Job benefits will vary with the employer.

### Advancement:

This is a highly skilled, advanced position.

### Related occupations:

Machine tool operator
Set-up person
Engineer

## PREPARATION AND TRAINING

The person who has this job needs extensive experience as a machinist. There is frequently a period of apprenticeship on the job. Courses at the junior college level are offered in machine tool processes and related subjects are offered at the New Hampshire Vo-Tech Colleges at Berlin, Manchester, Portsmouth, Nashua and Laconia.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $111 |

## WHERE TO GET MORE INFORMATION

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8/76

# New Hampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

INSURANCE AGENT

**D.O.T.**

250.258

An insurance agent may be the employee a large company. A primary activity of the agent is to sell insurance policies.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Speak clearly and concisely
Explain the details of a policy clearly
Be friendly and interested in your policy holders

**You should prefer to:**

Work in a sales situation
Explain technical aspects of insurance policies in an understandable manner

**You should know that:**

It takes time to build up your reputaion as a reputable agent.
You may have to spend time traveling to enlarge your business.

## ON THE JOB

Since insurance is a service industry offering protection to people against possible loss, it is the insurance agent's responsibility to help clients select adequate protection at a price they can afford. The agent must build the trust of clients from the beginning. The agent must also be careful to "protect" the interests of the company by providing good service to the customers who already have policies or are interested in taking out a new policy.

**JOB TITLE:** INSURANCE AGENT

**D.O.T.** 250.258

## THINGS TO THINK ABOUT

### Job Characteristics

Usually set your own work schedule
It is possible to go into business without a large investment.
An insurance agent will have to handle disputed claims which can be rather unpleasant since it can involve court action.
Agents are frequently involved in witnessing personal tragedies.

### Advancement:

If the agent is self employed, it is possible to increase income through building up the number of policy holders.
If working for a large company, the agent can be promoted in responsibility and salary.

### Related occupations:

Salesperson
Claim adjuster
Insurance agency manager

## PREPARATION AND TRAINING

High school courses in English, public speaking, salesmanship, psychology, sociology and mathematics are good preparation. Most companies offer training and orientation programs.

Post secondary courses in business administration would provide a good background for success in this field. Many agents currently employed in the business have taken two or four year degrees. They are your competition.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| self determined | $120 plus commission |

## WHERE TO GET MORE INFORMATION

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8/76

# New Hampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

INTERIOR DESIGNER & DECORATOR

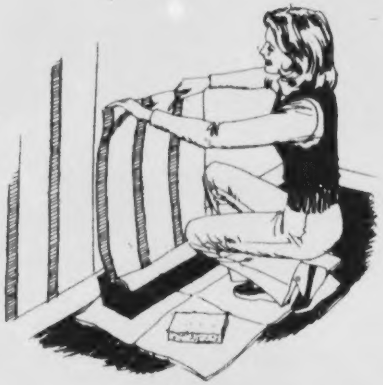
**D.O.T.**

142.051

The interior designer and decorator plan the arrangement of furniture, draperies, floor coverings and accessories to make homes and buildings attractive.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?



## TO GET THE JOB

### You should be able to:

Plan, design and work with material and furnishings
Work under pressure of deadlines
Have flexible working hours

### You should prefer to:

Be creative
Work with people
Oversee many details in decorating

### You should know that:

Artistic and creative ability is needed for this job.
Some merchandising experience is desirable.

## ON THE JOB

The interior designer has many duties. Initially, the designer must meet with prospective clients to try to sell the service. They will be concerned with quality, economy and construction. The designer may have to make sketches to illustrate the proposed work. Once the client has contracted for the service, the designer will have to oversee the selection of furniture, rugs, fixtures, draperies and other furnishings which are necessary to complete the assignment.

Depending on the size of the company, much of the work will have to be done by the designer. In a large company, the designer may supervise a staff of artists and contractors.

With experience, many interior designers go into business for themselves.

**JOB TITLE:** INTERIOR DESIGNER AND DECORATOR **D.O.T.** 142.051

## THINGS TO THINK ABOUT

### Job Characteristics

Constant contact with people
Quite frequently, work in pleasant places like studios
Long working hours are often required.
Working knowledge of colors, blueprint reading, design, furniture and fixtures is required.

### Advancement:

Owner of your own business
Head decorator

### Related occupations:

Buyer in a department store
Salesperson

## PREPARATION AND TRAINING

The amount of training and study necessary for this job is not clearly established. Your ability determines both the training time and success in this field. In high school, courses in art, history, home economics, mechanical drawing, English, communications and bookkeeping would be helpful.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $130 |

## WHERE TO GET MORE INFORMATION

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# New Hampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

JOURNALIST

A journalist writes and edits news and feature stories for newspapers, magazines, and radio and TV programs.

**D.O.T.**

131.038

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Write and speak well
Remember details well
Work well under pressure
Have a good vocabulary and command of grammar

### You should prefer to:

Work to meet daily, weekly and/or monthly deadlines.
Work under pressure.

### You should know that:

Most of your time will be spent inside writing in an office environment. However, magazine and newspaper journalists are frequently expected to do on the scene reporting.

## ON THE JOB

Journalists are writers and editors. There are many specialties in journalism. Some journalists called investigative reporters work to get the facts behind the news stories. Others, interview people to write feature stories. Some reporters take the news from the teletype news services and develop it into interesting stories. Radio and TV journalists may also be announcers who broadcast their own news stories or editorials.

**JOB TITLE:** JOURNALIST **D.O.T.** 131.038

## THINGS TO THINK ABOUT

### Job Characteristics

You will usually work in an office although some assignments will require on the scene reporting.
You will be constantly working on a deadline.

Job benefits will vary with the employer.

### Advancement:

Department manager in a large newspaper or magazine (i.e. supervisor of classified, sports)

### Related occupations:

Playwright
Freelance writer

## PREPARATION AND TRAINING

High school graduate
Liberal arts and journalism degrees are considered good preparation.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $154 |

## WHERE TO GET MORE INFORMATION

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JOB TITLE:

D.O.T.

# KEY PUNCH OPERATOR

Key punch operators work with numeric and alphabetic machines which are similar to an electric typewriter.

213.582

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Work at a steady speed
See well
Sit for long periods of time
Type without many errors

**You should prefer to:**

Work indoors
Type or do similar work as a daily routine

**You should know that:**

You may have to make adjustments on the machine.
A production schedule must be met.

## ON THE JOB

A key punch operator works with a machine which is similar to a typewriter. The Keyboard may have numbers rather than letters. Punch cards are loaded into the machine. The operator then records information on the cards. After the information has been recorded, it can be checked by placing the card in a punch guage. If an error is discovered, it is reported to the supervisor for repair.

**JOB TITLE:** KEY PUNCH OPERATOR

**D.O.T.** 213.582

## THINGS TO THINK ABOUT

### Job Characteristics

Steady employment
Technical improvements may reduce the need for key punch operators in the future.
Routine assignments
Mechanical difficulties with machinery occassionally.

### Advancement:

More responsibility and variety of duties are included in the job with experience
Supervisor with mastery of various other machines

### Related occupations:

- Programmer
- Card punch operator
- Typist
- Telegraph message receiver

## PREPARATION AND TRAINING

High school courses in business education - specifically, typing and data processing
Some private colleges and junior colleges offer data processing courses.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $98 |

## WHERE TO GET MORE INFORMATION

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# New Hampshire VIEW

Vital Information for Education and Work

JOB TITLE:

KITCHEN HELPER

D.O.T.

318.887

A kitchen helper does many different tasks. Their main function is to keep the kitchen operating smoothly and to assist others in preparing food.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Stand and walk a lot
Lift heavy articles
Stretch, bend, stoop and work with your hands
Use kitchen equipment such as cutting utensils and cleaning equipment

### You should prefer to:

Work inside
Do kitchen work
Maintain a clean work area

### You should know that:

You will work under supervision
A high school diploma is not necessary.

## ON THE JOB

A kitchen helper is responsible for cleaning areas and equipment as well as doing simple food preparation work. The kitchen helper may sweep and mop floors, empty trash, wash pots and pans and run a dishwasher. They may transfer supplies from the storage area to the kitchen. Peelin and washing vegetables may be a job of the kitchen helper. Some kitchen helpers are assigned to a variety of tasks while others, usually in a larger kitchen, may perform only one or two tasks.

**JOB TITLE:** KITCHEN HELPER **D.O.T.** 318.887

## THINGS TO THINK ABOUT

### Job Characteristics

Not very strenuous
Free meals

Job benefits will vary with the employer.

### Advancement:

Interested kitchen helpers may learn more skilled work while on the job. They might advance to the position of cook's helper or salad or dessert maker.

### Related occupations:

Dishwasher
Salad chef

## PREPARATION AND TRAINING

There are generally no educational requirements for this job. Training is available on the job.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $82 plus meals |

## WHERE TO GET MORE INFORMATION

SEE YOUR SCHOOL COUNSELOR
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8/76

**New Hampshire VIEW**
Vital Information for Education and Work

JOB TITLE:

KNITTING MACHINE OPERATOR
KNITTING MILL WORKER

A knitting machine operator runs one of the machines used to make knitted material.

D.O.T.
685.886

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Differentiate between shades of color
Stand for long periods of time
Reach, stoop and kneel
Follow instructions

### You should prefer to:

Work with machines
Work indoors

### You should know that:

On the job training is available.
You may be required to join a union.

## ON THE JOB

There are many different jobs in a knitting mill. Much of the work is light. Part time and shift work is frequently available for those who find it convenient. Much of the work in a knitting mill involves operating, tending or feeding a machine of one kind or another. Other jobs include finishing products. This may involve stitching and trimming garments, bleaching, drying, dyeing, starching and waterproofing materials.

**JOB TITLE:** KNITTING MACHINE OPERATOR **D.O.T.** 685.886

## THINGS TO THINK ABOUT

### Job Characteristics

Light work
No experience necessary to enter some jobs
Noisy work area
Small firms often have seasonal lay offs

Job benefits will vary with the employer.

### Advancement:

Supervisor
Production manager
Machine fixer or threader

### Related occupations:

Sewing machine operator
Work in the garment or leather industries

## PREPARATION AND TRAINING

Job entry may not require a high school diploma. Some home economics courses dealing with fabrics, weaving or tailoring are helpful.

On the job training is available.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $104 |

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**New Hampshire VIEW**
Vital Information for Education and Work

JOB TITLE:

LABORATORY ASSISTANT

D.O.T.

029.381

The laboratory assistant performs chemical tests to determine the characteristics of various materials.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Understand mathematics
Use your hands
Have an understanding of chemistry

### You should prefer to:

Work inside performing routine tasks
Work with chemicals and write reports

### You should know that:

You may be exposed to dust, disagreeable odors and high temperatures.
You may have to write articles for technical magazines.

## ON THE JOB

The laboratory assiatant's job consists of working with various chemicals to determine their reaction to various products. You should enjoy working precisely and be cautious and responsible in performing your job. Proficiency in mathematics and measuring are essential. In many cases, the laboratory assistant will assist a chemist or engineer by running tests which involve highly technical problems.

**JOB TITLE:** LABORATORY ASSISTANT

**D.O.T.** 029.381

## THINGS TO THINK ABOUT

### Job Characteristics

Light work
Handling laboratory equipment
Good eyesight and depth perception necessary

Job benefits will vary with the employer.

### Advancement:

Chemist
Engineer
Technician

### Related occupations:

Laboratory technician

## PREPARATION AND TRAINING

Training beyond high school is a necessity in most companies. In addition, on the job training is necessary.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $114 |

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**New Hampshire VIEW**

Vital Information for Education and Work

JOB TITLE:

LABORER, ASPHALT

Asphalt laborers lay roads and driveways.

D.O.T.

853.887

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Withstand extreme heat
Work with mechanical equipment

### You should prefer to:

Work outdoors
Lift heavy materials

### You should know that:

Safety is very important.

## ON THE JOB

Asphalt laborers work with other people and heavy equipment laying roads and driveways. The temperatures of the hot asphalt are very high. The asphalt laborer must be able to do hard work despite the temperature of the material. Laborers frequently carry hot asphalt on shovels or in wheelbarrows to do the finishing work in paving or to fill holes or cracks. They may also be required to assist in connecting and disconnecting heavy paving machines from trucks. They work very closely with other members of a small crew.

**JOB TITLE:** LABORER, ASPHALT

**D.O.T.** 853.887

## THINGS TO THINK ABOUT

### Job Characteristics

The pay of the asphalt laborer is generally higher than other laborers because of the heat.
The work is seasonal.
There is some danger involved since the laborer is often working on highways.

Job benefits will vary with the employer.

### Advancement:

Paving operator
Supervisor

### Related occupations:

Landscape gardening
Cement worker

## PREPARATION AND TRAINING

Minimal education is required.
On the job training is generally available.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $111 |

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# New Hampshire VIEW

Vital Information for Education and Work

JOB TITLE:

LABORER, BOOT AND SHOE

A boot and shoe laborer may do a number of different jobs associated with the manufacture of boots and shoes. This is a factory job.

D.O.T.

788.887

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Stoop, bend and stand on your feet for long periods of time
Work well with your hands
Follow instructions
Work with machinery
Handle and carry heavy materials

### You should prefer to:

Work inside
Work at a job involving a variety of tasks

### You should know that:

You may have to meet certain schedules and deadlines.
There may be seasonal lay offs.

## ON THE JOB

A boot and shoe laborer does a variety of jobs ranging from machine tending to sweeping floors and cleaning work benches. Some jobs frequently assigned to a laborer include: sorting and storing lasts, stacking and storing leather parts by size and shape, transferring shoes from one processing area to another and gathering leather scraps for salvage. Sanding heels, burnishing leather and cementing leather parts are some other common tasks of the boot and shoe laborer.

Boot and shoe laborers are frequently required to join a union.

**JOB TITLE:** LABORER, BOOT AND SHOE **D.O.T.** 788.887

## THINGS TO THINK ABOUT

### Job Characteristics

May be noisy working conditions
Heavy work

Job benefits will vary with the employer.

### Advancement:

Supervisor

### Related occupations:

Laborer in other industries

## PREPARATION AND TRAINING

On the job training is provided for this position. A high school diploma is not required but courses in shop and mechanics may be helpful.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $101 |

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# New Hampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

LABORER, CHEMICAL PROCESSING

**D.O.T.**

559.887

A chemical processing laborer prepares raw materials for use in a variety of products such as dye stuff, plastics, bleaches and flavorings. The work involves reducing materials to powder by use of machines.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Lift and/or carry materials weighing between 25-100 lbs.
Stand exposure to odors, high temperatures and dust
Follow both written and verbal instructions
Handle routine and/or short assignments

### You should prefer to:

Work inside or outside
Work closely with fellow employees
Work with machinery

### You should know that:

You will be required to do a variety of short tasks.
Union membership may be expected for some jobs.

## ON THE JOB

There are many opportunities in the chemical processing, production and maintenance areas. The machines used in the processing operations include: crushing and grinding equipment; filtering, squeezing and mixing devices as well as machines for heating, baking, dyeing and melting.

Materials are weighed and identified by marking the container with a stencil or writing. The loading and transportation of containers by handtruck requires a strong, healthy person. Laborers also deliver samples to the laboratory for testing. They also clean Equipment and work areas.

**JOB TITLE:** LABORER, CHEMICAL PROCESSING

**D.O.T.** 559.887

## THINGS TO THINK ABOUT

### Job Characteristics

Jobs are available for beginners
Steady employment
Some employers require that you work on rotating shifts
Noisy work surroundings

Job benefits will vary with the employer.

### Advancement:

Production leader
Supervisor

### Related occupations:

Mixer operator
Press operator
Furnace helper
Screen operator

## PREPARATION AND TRAINING

Although a high school diploma is not required, high school graduates have an advantage since they may gain experience in vocational courses. Experience in using and repairing machinery is helpful.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 plus overtime | $101 |

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JOB TITLE:

LABORER, CONCRETE PLANT

D.O.T.

579.886

A concrete plant laborer prepares concrete products such as brick, tile, pipe, prestressed construction units and building blocks. They load, operate and remove materials from machines.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Withstand cement dust and noisy, vibrating machines
Lift weights of 100 lbs. or more
Have a routine schedule of work

### You should prefer to:

Work indoors or outdoors
Work primarily with machinery
Follow instructions and maintain a fairly routine work schedule

### You should know that:

It may be necessary to join a union.
Wages tend to be good.

## ON THE JOB

Workers with no previous experience are usually hired as laborer's helpers to assist skilled workers. Young people may find part-time and summer employment that will provide experience and higher level jobs after graduation.

A day's work usually includes the following activities: loading and transporting materials to work areas throughout the plant; measuring, weighing and dumping materials into machines, molds or forms; starting machines, observing them in operation and stopping them. Laborers are also responsible for cleaning work areas both inside and around the production area.

**JOB TITLE:** LABORER, CONCRETE PLANT **D.O.T.** 579.886

## THINGS TO THINK ABOUT

### Job Characteristics

Steady employment
Job entry with few skills required
Hazardous to health (cement dust in lungs)
Physically tiring
Work schedule varies with long work hours

### Advancement:

Machine operator
Supervisor

### Related occupations:

Mortar mixer
Crusher operator
Precast molder
Concrete pipe maker

## PREPARATION AND TRAINING

This job does not require completion of high school although high school graduates will stand a better chance for advancement. No previous experience is usually required. On the job training is usually available.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40<br>plus<br>overtime | $101 |

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JOB TITLE:

D.O.T.

LABORER, GENERAL (PLASTICS)

The general laborer helps in the general work of the company by which he/she is employed.

559.887

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Work with heavy, awkward materials and containers
Follow spoken and written instructions
Read labels and specifications
Make and keep records

### You should prefer to:

Work with plastics
Assist fellow employees when necessary

### You should know that:

You will have to be flexible.
You will have to plan ahead so that you can run a "smooth" operation.

## ON THE JOB

The laborer, in general work or plastics, will be required to move materials, machinery, etc. according to the production or shipping schedule. General clean up such as changing parts or cleaning molds will be required. Transportaion of materials and partially completed products from one department to another will be part of the laborer's duties.

From time to time, capable laborers may be used to fill-in when some other operation is short of help. In this way, the laborer will be able to show readiness for advancement. Laborers are needed for almost any operation from the rearranging of machinery to expediting the production schedule.

**JOB TITLE:** LABORER, GENERAL (PLASTICS) **D.O.T.** 559.887

## THINGS TO THINK ABOUT

### Job Characteristics

The work can be heavy and tiring.
In some plants, working conditions are quite dirty while others are immaculate.

Job benefits will vary with the employer.

### Advancement:

Supervisor
Plant custodian

### Related occupations:

Any plastic work
Assembly work

## PREPARATION AND TRAINING

The laborer generally works under a supervisor who schedules the type of work to be accomplished by the laborer. On the job training is available as indicated by the nature of the work.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $111 |

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NewHampshire VIEW
Vital Information for Education and Work

**JOB TITLE:**

LABORER, LANDSCAPE

A landscape laborer does pick and shovel work as well as planting shrubs, etc.

**D.O.T.**

407.887

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Perform manual work without becoming rapidly tired or bored
Perform a wide variety of semiskilled jobs
Perform physically demanding tasks
Maintenance of small engines and other equipment is often part of the job

### You should prefer to:

Work outside
Perform strenuous physical work

### You should know that:

You will be performing manual labor
You may possibly start your own business in landscaping

## ON THE JOB

The landscape laborer perform the following duties: digs holes and trenches with a pick and shovel, plants and waters sod and shrubbery, mixes and pours cement for garden borders and mows lawns. They place stones and plant flowers in garden areas. They frequently haul topsoil in a wheelbarrow and level it with a rake.

**JOB TITLE:** LABORER, LANDSCAPE

**D.O.T.** 407.887

## THINGS TO THINK ABOUT

### Job Characteristics

Work is performed outside
Rainy and snowy days are generally considered lost time

Job benefits will vary with the employer.

### Advancement:

Crew supervisor
Self employed
May work for a lafge company and be in charge of one specific item such as trees, lawns, etc.

### Related occupations:

Farming
Farm worker
Gardener
Garden center

## PREPARATION AND TRAINING

High school graduate
On the job training is usually available.
High school courses in horticulture are helpful.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $119 |

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# New Hampshire VIEW

Vital Information for Education and Work

JOB TITLE:

D.O.T.

**LABORER, ROAD**

A road laborer clears and levels ground with hand tools.

850.887

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Use hand and power tools common to this job
Physical strength to complete tasks at hand

### You should prefer to:

Work outside in all kinds of weather
Perform a variety of operations using a variety of tools and machinery

### You should know that:

You will be expected to work in all kinds of weather except in the worst winter months.
You may have to move from location to location.

## ON THE JOB

A road laborer clears and levels terrain with hand tools and performs manual duties to assist in preparing the right of way and grading excavation projects such as roads, dams and drainage channels. They spread and level gravel on roadways, burrow pits, driveways and similar projects. They dig post holes, saturate dirt with water and compact fill. They install culverts with the help of a truck crane.

**JOB TITLE:** LABORER, ROAD **D.O.T.** 850.887

## THINGS TO THINK ABOUT

### Job Characteristics

Outside work
Pay rate is usually quite high but may be seasonal

Job benefits will vary with the employer.

### Advancement:

Machine operator
Laborer supervisor

### Related occupations:

Construction supervisor
Equipment opwrator
Surveyor

## PREPARATION AND TRAINING

High school graduate preferred
On the job training is available.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $121 |

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**New Hampshire VIEW**

Vital Information for Education and Work

JOB TITLE:

LABORER, STORES

A stores laborer performs a variety of duties which include the receipt and storage of products.

D.O.T.

922.887

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Lift and carry heavy loads
Use hand tools to open crates and barrels
Operate hand trucks
Count and register items correctly

**You should prefer to:**

Work on many jobs involving the loading, moving and storing of items
Work with others
Take responsibility

**You should know that:**

You may be required to complete daily production cards.
The work is mainly indoors.

## ON THE JOB

The duties of a stores laborer will vary with the employer. Some typical duties include: filling orders from outside or within the building, transferring materials delivered or received to storage areas using hand trucks, as well as sorting, weighing and hanging stock in appropriate places. The laborer may also be responsible for rearranging stock areas to maintain orderliness. Laborers may also label or stencil carton to allow stock to be identified more easily. All items received must be noted in a record book which is used as an inventory control register.

**JOB TITLE:** LABORER, STORES

**D.O.T.** 922.887

## THINGS TO THINK ABOUT

### Job Characteristics

Independent work
Steady employment
May work alone or with others depending on the size of the company
Beginners start at a low salary
Inventories are taken to insure the accuracy of records

### Advancement:

Laborer
Supervisor
Manager

### Related occupations:

Order filler
Stock clerk

## PREPARATION AND TRAINING

General math background
Clear handwriting
General business courses

A high school diploma is usually not required. On the job training is available.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40<br>plus<br>overtime | $91 |

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**New Hampshire VIEW**
Vital Information for Education and Work

**JOB TITLE:**

LAMINATING MACHINE OPERATOR

A laminating machine operator tends a machine which cements precut plastic material to plywood parts.

**D.O.T.**

692.885

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Lift about 50 lbs.
Be on your feet for long periods of time
Follow instructions and make accurate adjustments
Stay alert

### You should prefer to:

Work with machinery
Work inside
Do repetitive work

### You should know that:

You may be required to join a union.
Since this job involves operation of machinery, you must be at least 18.

## ON THE JOB

The laminating machine operator performs a bonding operation which cements precut plastic sheets to plywood panels. The plywood panel is inserted between rollers of a cement spreading machine to coat it with cement. The machine operator then positions the plastic material and places the pieces in a press which bonds the plastic to the plywood by applying pressure and heat. The finished panel is removed from the press after the bonding is complete. This series of operations is repeated over and over by the machine operator. Despite the routine, the operator must remain alert because precise timing and accurate positioning of materials is important.

**JOB TITLE:** LAMINATING MACHINE OPERATOR **D.O.T.** 692.885

## THINGS TO THINK ABOUT

### Job Characteristics

May be exposed to unpleasant fumes from cement
Hazards of working with power equipment

Job benefits will vary with the employer.

### Advancement:

Department head
Supervisor
Self employed

### Related occupations:

Woodworking
Combiner operator (pulp and paper)
Doubling machine operator

## PREPARATION AND TRAINING

On the job training is given by the employer. High school courses which would be helpful preparation are: machine shop, mechanical drawing, blueprint reading and general mathematics. Woodworking experience would also be useful.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $111 |

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JOB TITLE:

LAMINATOR, HAND

D.O.T.

763.884

A hand laminator cements pre-cut plastic covering materials to plywood panels to form furniture parts such as cabinet tops and table tops.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Use your hands
Lift heavy materials
Work with power tools
Work in areas where the air is filled with different chemicals

### You should prefer to:

Work with hand tools
Work on hard surfaces
Work with other people

### You should know that:

You must not be allergic to the fumes from chemicals.
Team work is the key to success in this type of work.
You must be at least 18 since the job requires the occassional use of power tools.

## ON THE JOB

Initially, the hand laminator must learn to roll materials into molds, grind finished parts and interpret guages for pressure and heat. More advanced skills include: learning the art of spraying the gelcoat, foaming boats, operating fiberglass spray guns and the techniques of patching and repairing of finished products.

The hand laminator brushes cement on the plywood, positions the plastic cover to be laminated, clamps the materials with vises, uses acetone on the edges of the covering and panel to remove excess cement and examines the laminated product for imperfections.

**JOB TITLE:** LAMINATOR, HAND **D.O.T.** 763.884

## THINGS TO THINK ABOUT

### Job Characteristics

Heavy work which involves reaching and lifting
Working with power tools
Shift from one job to another

Job benefits will vary with the employer.

### Advancement:

Supervisor
Cabinetmaker

### Related occupations:

Chair caner
Furniture assembler
Leather tooler

## PREPARATION AND TRAINING

Any company using hand laminators will train you if you can follow directions and work with other people. Any building trades, carpentry or woodworking training received in high school or evening classes will be helpful for advancement.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $114 |

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# New Hampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

LANDSCAPE GARDENER

**D.O.T.**

407.181

A landscape gardener plans and carries out small scale landscaping operations and maintains the grounds of private residences and businesses.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Stretch, bend, kneel and lift heavy articles
Have a sense of design
Understand soil types, fertilizers, plant diseases and other related knowledge necessary to successful plant care

### You should prefer to:

Work outside
Do gardening and work with plants

### You should know that:

In some areas, this is seasonal employment.

## ON THE JOB

Landscape gardeners perform a variety of tasks all related to grounds maintenance. They may have a helper whose work schedule must be planned. The landscape gardener must have specialized knowledge of gardening and plants. They may work with the owner in selecting new plants and planning changes in the grounds.

The more routine duties of a landscape gardener include: seeding lawns, transplanting shrubs and flowers, fertilizing and watering plants, mowing and trimming lawns, clipping and pruning shrubs and trees and raking the grounds.

**JOB TITLE:** LANDSCAPE GARDENER **D.O.T.** 407.181

## THINGS TO THINK ABOUT

### Job Characteristics

Good physical exercise
Satisfaction from knowing that your work will continue to give pleasure through the years.
Bad weather, insects and sunburn

Job benefits will vary with the employer.

### Advancement:

Landscape architect

### Related occupations:

Groundskeeper
Landscape architect

## PREPARATION AND TRAINING

In order to be a successful landscape gardener, you will need to continue to learn about plants and shrubs as well as trees. This job also involves keeping up with the latest information concerning fertilizers, soil types and insect control.

Although you may not need a high school diploma to be hired as a landscape gardener's helper, you will have to continue to learn. An educational program offering training in this field is available at the Thompson School of UNH.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40-50 | $95 |

## WHERE TO GET MORE INFORMATION

SEE YOUR SCHOOL COUNSELOR
OCCUPATIONAL OUTLOOK HANDBOOK

THE DEPARTMENT OF EMPLOYMENT SECURITY OFFICE NEAREST YOU.

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8/76

JOB TITLE:

D.O.T.

## LATHE OPERATOR

A lathe operator runs one or more lathes and performs one or a series of repetitive operations.

604.885

### DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

### TO GET THE JOB

You should be able to:

Work with tools
Stand for long periods of time
Follow instructions
Work well with your hands

You should prefer to:

Work inside
Work with machinery

You should know that:

You may be requested to join a union.

### ON THE JOB

Lathe operators tend turret lathes, bar machines, chucking machines and other lathes. They work on the lathes to perform such operations as turning, boring, threading or facing metal pieces according to specifications. After completing the required operation on the lathe, they inspect the piece to make sure that it meets specifications. This job is an important function in the overall production of the finished product.

**JOB TITLE:** LATHE OPERATOR

**D.O.T.** 604.885

## THINGS TO THINK ABOUT

### Job Characteristics

Precision work
May have to operate a variety of equipment
May be noisy working conditions

Job benefits will vary with the employer.

### Advancement:

Supervisor

### Related occupations:

Machine operating jobs

## PREPARATION AND TRAINING

On the job training is given for this job. Although there is no educational requirement for this job, high school courses in general math and machine shop are very helpful.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $147 |

## WHERE TO GET MORE INFORMATION

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8/76

# New Hampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

**D.O.T.**

LAUNDRY OPERATOR

A laundry operator may perform varied tasks all involved with washing clothes and other articles.

369.884

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Maintain accurate records so that no articles are lost
Stand for long periods of time
Be pleasant when dealing with customers
Lift heavy bundles

### You should prefer to:

Work inside
Serve the public

### You should know that:

You will have to learn to operate various kinds of machines.
The work environment is hot.

## ON THE JOB

Laundry operators perform a variety of tasks which include: receiving, marking, finishing, checking and wrapping articles. Marking laundry with its identification code is done by hand or with a marking machine. Sorting laundry and wrapping it are two other tasks performed in this job. The laundry operator must learn to operate washing machines, extractors, tumblers, pressing machines and hand irons. In a large laundry, employees may specialize in one of these tasks.

**JOB TITLE:** LAUNDRY OPERATOR **D.O.T.** 369.884

## THINGS TO THINK ABOUT

### Job Characteristics

Clean work
Working conditions are warm and steamy

Job benefits will vary with the employer.

### Advancement:

Laundry manager
Self employed (with investment)

### Related occupations:

Dry cleaning plant worker
Rug cleaner

## PREPARATION AND TRAINING

Training in machine operation is given on the job. A high school diploma is not usually required.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40-50 | $91 |

## WHERE TO GET MORE INFORMATION

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8/76

# New Hampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

LAUNDRY WORKER

A laundry worker sorts, labels and carries laundry from place to place in a laundry or dry cleaning plant.

**D.O.T.**

361.887

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Lift up to 100 lbs.
Not be bothered by the smell of cleaning fluid

### You should prefer to:

Do the same work over and over
Work indoors with other people
Work where the air is warm and damp

### You should know that:

You will be doing repititious work.
You will be expected to work very fast when the laundry is busy.

## ON THE JOB

A laundry worker works in a laundry or a combination laundry and dry cleaning plant. A laundry is hot and noisy. The air is always very damp and there may be the strong odor of chemicals. A laundry worker's job is usually simple to learn. Laundry workers may open bundles of dirty laundry, weigh it and send it to the marking room. They mau mark bags of laundry for sorting. They also load and unload washing machines.

**JOB TITLE:** LAUNDRY WORKER

**D.O.T.** 361.887

## THINGS TO THINK ABOUT

### Job Characteristics

Warm, damp work environment with the strong odor of chemicals often present
You must be willing to use physical strength to perform rather exhaustive work

Job benefits will vary with the employer.

### Advancement:

Laundry supervisor
Proprietor of own laundry
Machine presser

### Related occupations:

Rags laborer
Machine presser

## PREPARATION AND TRAINING

High school graduate is preferred
On the job training is usually available.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $90 |

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8/76

# New Hampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

LIBRARY ASSISTANT

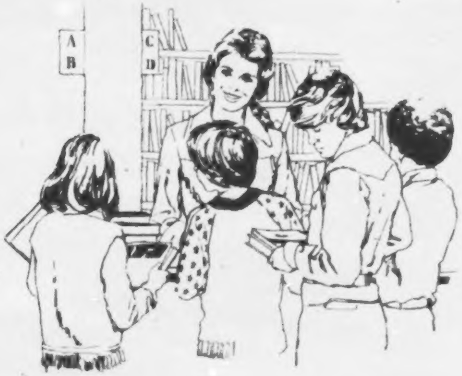
A library assistant tends to the many details of library work.

**D.O.T.**

249.368

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?



## TO GET THE JOB

### You should be able to:

Do clerical work (filing, typing and record keeping)
Stand for long periods of time
Sort and file books quickly and accurately
Follow instructions and work well with others

### You should prefer to:

Work with people and books
Work as a general assistant

### You should know that:

Library assistants are employed in public and private schools, colleges and universities and town and city libraries.

## ON THE JOB

Library assistants help check out and receive books at the check out desk. They may also compute and accept fines for overdue books, make out membership cards and answer questions. Sorting and shelving books is one of the duties usually assigned to assistants. Filing cards in card catalogues, repairing damaged books, preparing supply orders and answering the telephone are among other duties of the library assistant.

**JOB TITLE:** LIBRARY ASSISTANT

**D.O.T.** 249.368

## THINGS TO THINK ABOUT

### Job Characteristics

Pleasant, clean working conditions
Interesting, varied work
Contact with the public
Work is not too strenuous

Job benefits will vary with the employer.

### Advancement:

Assistant in a law firm
Librarian (with more training)

### Related occupations:

Library clerk for talking books for the blind and partially sighted
Librarian in printing and publishing (referred to as a morgue keeper)

## PREPARATION AND TRAINING

A high school diploma is necessary for this job. Courses in English and office skills are very helpful. Many libraries, particularly small ones, hire people without experience or training in library skills. In that case, on the job training is given. Post high school training will give opportunities for higher paying jobs. Some libraries hire only trained persons.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $108 |

## WHERE TO GET MORE INFORMATION

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8/76

**JOB TITLE:**

LINE MAINTAINER

**D.O.T.**

822.381

The vast network of wires and cables that connect telephone central offices to millions of homes and businesses is constructed and kept in good condition by line maintainers.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Work a heights and have a good sense of balance
Follow instructions
Work well with your hands
Drive a truck

**You should prefer to:**

Work outdoors

**You should know that:**

High school graduation is essential.
You may have to take a pre-employment test.

## ON THE JOB

Much of the line maintainer's work involves repairing and maintaining already existing telephone lines. When wires or cables break or a pole is knocked down, line maintainers are sent to make emergency repairs. They usually work in teams of two to five people.

Among the duties of line maintainers are: using power driven equipment to dig holes and set in telephone poles; climbing poles to attach cables and equipment; laying cables in underground conduits, trimming trees which interfere with the lines; splicing cables and working on high voltage wires for a platform at the end of a truck boom.

Line maintainers also work for electrical and cable TV companies. In many cases, they work with or near high voltage wires.

**JOB TITLE:** LINE MAINTAINER **D.O.T.** 822.381

## THINGS TO THINK ABOUT

### Job Characteristics

Steady employment with good pay
Must work in all types of weather
Hazards include falls and electric shock

Job benefits will vary with the employer.

### Advancement:

Cable splicer
Supervisor

### Related occupations:

Electrician

## PREPARATION AND TRAINING

Applicants for this job must have a high school diploma. Telephone companies have training programs which include classroom training as well as on the job training. After the classroom phase, trainees are assigned to a line crew to work under supervision. It takes about 6 years to reach the top pay grade in this job.

Training in electricity and electronics at the Vo-Tech College level is a great advantage to someone interested in this work. In high school, courses in physics, math, science and shop are helpful.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $156 |

## WHERE TO GET MORE INFORMATION

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8/76

# New Hampshire VIEW

Vital Information for Education and Work

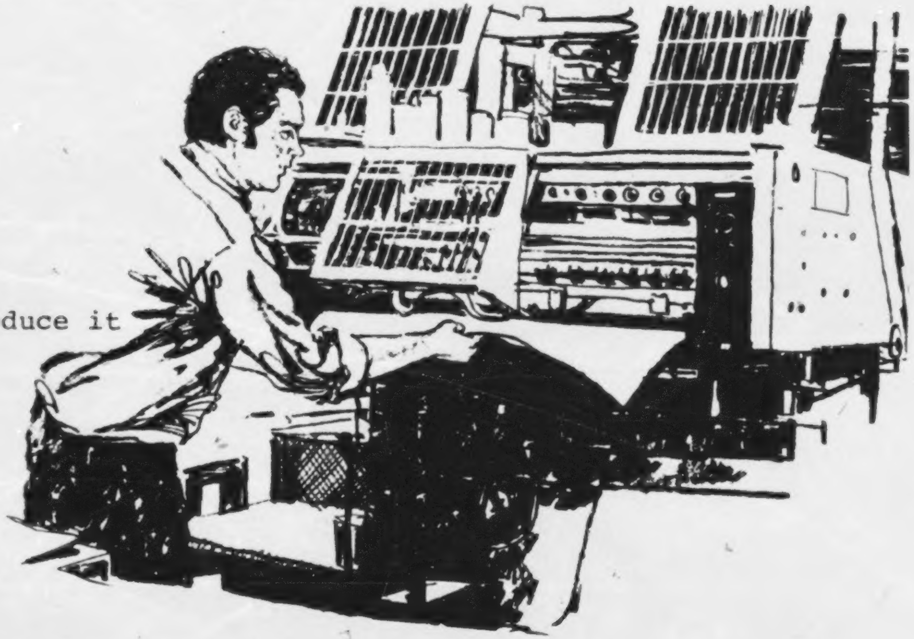
**JOB TITLE:**

LINOTYPE OPERATOR

**D.O.T.**

650.582

A linotype operator sets the type on a machine. The operator must be sure it is ready for printing.



## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Spell well
Visualize the final product before you produce it
Have good eye-hand co-ordination
Possess mechanical ability

### You should prefer to:

Work indoors
Be precise
Work in the printing business

### You should know that:

The linotype operation is being phased out and replaced by the offset process. Smaller companies will use the process for many years to come.

## ON THE JOB

This work consists of setting the type on a machine. The operator reads the material and types it on a special keyboard. If there are errors in spelling, grammar or sentence structure in the original copy, the linotype operator is expected to correct them. The work is repetitious and involves sitting at a machine most of the time.

Since the linotype machine is very complex, it is subject to periodic breakdown. For this reason, the operator is expected to be able to make minor repairs and adjustments. Repair and maintenance will become more a part of the job as linotype machines are phased out and are used only by small print shops.

**JOB TITLE:** LINOTYPE OPERATOR **D.O.T.** 650.582

## THINGS TO THINK ABOUT

### Job Characteristics

Job is clean and does not require heavy lifting
Repair and maintenance of equipment may be part of the job
Ability to work alone and follow directions is essential

Job benefits will vary with the employer.

### Advancement:

Other positions within the printing field
Supervisor

### Related occupations:

Press tender

## PREPARATION AND TRAINING

A high school diploma ia a requirement. The job requires above average ability in spelling, grammar and reading. Technical school training is helpful and, in the case of some employers, it is required.

Apprenticeship training may be available.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $117 |

## WHERE TO GET MORE INFORMATION

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8/76

# New Hampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

LOCKSMITH

A locksmith repairs and opens locks, makes keys and changes lock combinations.

**D.O.T.**

709.281

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

See well
Do delicate work with your hands
Enjoy solving problems

### You should prefer to:

Work on your own
Do small, detailed hand work

### You should know that:

You may help police investigations.
You may have to travel to some jobs.

## ON THE JOB

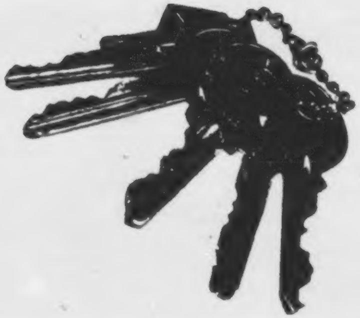
A locksmith works with all kinds of locks. Much of the work done involves the use of fine tools and careful, delicate handwork. The locksmith may run a shop in which repairwork and key making is done. Frequently, a locksmith is called out by the police or a private party to open a lock which is not working properly or to replace a worn lock.

**JOB TITLE:** LOCKSMITH **D.O.T.** 709.281

## THINGS TO THINK ABOUT

### Job Characteristics

Usually a one person business
Can set your own fees and hours
May have to answer emergency calls



### Advancement:

From apprentice to self employed

### Related occupations:

Lock maker
Instrument repair worker

## PREPARATION AND TRAINING

Most locksmiths receive training through apprenticeship to a skilled locksmith. There are locksmiths schools which offer courses in different aspects of this work.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $121 |

## WHERE TO GET MORE INFORMATION

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8/76

**JOB TITLE:**

LOG CHIPPER

A log chipper tends a machine and conveyer feeding mechanism which reduces logs to chips.

**D.O.T.**

668.885

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Lift about 50 lbs.
Follow instructions
Pay close attention to your work

**You should prefer to:**

Work inside
Work with machinery
Do repetitive work

**You should know that:**

You may have to join a union.
You must be at least 18.
Safety is very important.

## ON THE JOB

The log chipper operates the conveying machine which carries the logs to the chipper. The operator also tends the chipper which reduces the logs to chips for the making of pulp. The operator pushes buttons to start the machines then makes adjustments to accomodate the various size logs. If logs become stuck in the chute, the operator must remove them with a hoist. The operator may also be required to replace worn knives on the chipper disk.

**JOB TITLE:** LOG CHIPPER

**D.O.T.** 668.885

## THINGS TO THINK ABOUT

### Job Characteristics

Considerable noise and vibration of machinery
Disagreeable odors from chemicals
Mills run on rotating shifts
May work weekends
Steady work

Job benefits will vary with the employer.

### Advancement:

Depends on length of employment, performance and physical condition

### Related occupations:

Any machine tending mill job

## PREPARATION AND TRAINING

On the job training is given by the company. Many mills will hire only high school graduates. General math and shop courses are helpful preparation.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $111 |

## WHERE TO GET MORE INFORMATION

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8/76

# New Hampshire VIEW
Vital Information for Education and Work

**JOB TITLE:**

LOGGER

**D.O.T.** 940.

Loggers are concerned with felling trees in forests and transporting logs from the forest to sawmills and pulp mills.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Follow directions
Adjust to extreme weather conditions and mechanical hazards
Lift and/or carry heavy objects
Walk, stand, kneel, stoop, crawl and climb

### You should prefer to:

Work outdoors
Follow routine and organized working activities

### You should know that:

Your physical condition is very important.
There are limited opportunities for older people.

## ON THE JOB

While on the job, the logger is expected to perform many jobs including the cutting of limbs from felled trees to the loading of logs onto trucks and railroad cars. Felled trees are marked according to ownership and grade as well as cutting origin, date cut and intended use.

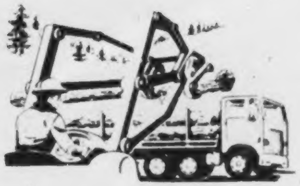
**JOB TITLE:** LOGGER **D.O.T.** 940.884

## THINGS TO THINK ABOUT

### Job Characteristics

Frequent job openings near timber sources
Usually working in a healthy environment
Work may be seasonal
Strenuous work

Job benefits will vary with the employer.



### Advancement:

Heavy equipment operator
supervisor

### Related occupations:

Log truck driver
Cordwood cutter
Log scaler
Log brander
Log driver
Pulp piler
Sled tender
Construction laborer

## PREPARATION AND TRAINING

A few high schools have courses in the field. Most workers interested in this job gained experience through part-time and summer work. Advancement depends on the worker's knowledge of the entire operation and forestry and conservation.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40-50 | $111 |

## WHERE TO GET MORE INFORMATION

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8/76

**JOB TITLE:**

LOOM FIXER

A loom fixer sets up, adjusts and repairs looms to weave cloth.

**D.O.T.**

683.280

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Correct any problem that arises on your loom
Be patient
Work well with your hands

**You should prefer to:**

Work indoors
Work in areas with difficult access
Do routine work
Do repetitive or short cycle work

**You should know that:**

A high school education is not required but helpful.
You must be at least 18 years old.

## ON THE JOB

In order to be a loom fixer, a person must know how to read and follow directions and diagrams. Loom fixers must be able to work well with their hands because they will have to set up, adjust and repair looms when broken. They must keep the loom in operating condition so they must constantly check to see that all parts are in working order. Since they will be working with different yarns, the loom fixer must know how to make adjustments to accomplish the design wanted and to accomodate different weight yarns. The loom fixer must be alert, patient and watchful at all times.

**JOB TITLE:** LOOM FIXER **D.O.T.** 683.280

## THINGS TO THINK ABOUT

### Job Characteristics

Be able to work long hours on your feet
Stand heat and work indoors
Satisfaction in getting the machine back in working order

Job benefits will vary with the employer.

### Advancement:

- Stockroom manager
- Floor manager
- Loom inspector

### Related occupations:

- Weaver
- Loom doffer

## PREPARATION AND TRAINING

A high school education is not necessary but one should be able to read and follow directions.

On the job training is given.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $117 |

## WHERE TO GET MORE INFORMATION

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8/76

NewHampshire VIEW
Vital Information for Education and Work

JOB TITLE:

LUBRICATION SERVICER

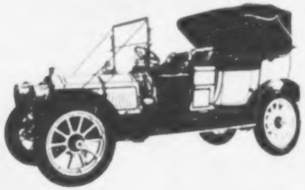
The lubrication servicer lubricates the moving parts of automotive vehicles.

D.O.T.

915.887

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?



## TO GET THE JOB

### You should be able to:

Have a strong back and arms
Be on your feet a lot
Handle special equipment
Follow both oral and printed instructions

### You should prefer to:

Work on cars and other vehicles
Work in a garage

### You should know that:

Your employer may give you discounts on servicing your own automobile.

## ON THE JOB

A lubrication servicer uses a hand or power grease gun to inject grease into parts on automotive vehicles. Other tasks involved in lubrication include: draining and refilling the crankcase with oil, using a spray gun for certain areas of lubrication, adding water to the battery and radiator and replacing air and oil filters. The lubrication servicer also checks fluid levels in steering gears, the power steering reservoir, transmission, differential, rear axel housings and shackles. He may keep simple records of regular customers.

**JOB TITLE:** LUBRICATION SERVICER **D.O.T.** 915.887

## THINGS TO THINK ABOUT

### Job Characteristics

Indoors work with temperature variations
May be noisy working conditions
May get pretty greasy

Job benefits will vary with the employer.

### Advancement:

Supervisor
Service station manager

### Related occupations:

Any work in auto mechanics
Oiler

## PREPARATION AND TRAINING

On the job training is available. High school graduation is recommended. Courses in shop and auto mechanics are good preparation.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $108 |

## WHERE TO GET MORE INFORMATION

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JOB TITLE:

D.O.T.

LUMBER CHAIN OFFBEARER

A chain offbearer removes lumber from a conveyer and stacks it by grades.

669.886

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Do heavy lifting and carrying
Be on your feet all day
Stretch, bend and reach

### You should prefer to:

Work inside most of the time
Do physical labor

### You should know that:

This may be a seasonal job.
You may be requested to join a union.

## ON THE JOB

A chain offbearer pulls lumber from a moving conveyer and stacks it according to the grade marked on each piece. This operation is an important part of the overall operation of a sawmill.

**JOB TITLE:** LUMBER CHAIN OFFBEARER

**D.O.T.** 669.886

## THINGS TO THINK ABOUT

### Job Characteristics

Heavy work
Noisy work area
Vibrations from other machines

Job benefits will vary with the employer.

### Advancement:

Supervisor

### Related occupations:

Other jobs in a sawmill
Material handler (any industry)

## PREPARATION AND TRAINING

There is generally a short training period for the chain offbearer. There are no educational requirements.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $111 |

## WHERE TO GET MORE INFORMATION

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8/76

JOB TITLE:

D.O.T.

## LUMBER STRAIGHTENER

669.887

A lumber straightener works in a sawmill. The job involves straightening lumber as it moves along a conveyer.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Stand for long periods of time
Have a strong back and arms
Work quickly and steadily

### You should prefer to:

Do physical labor
Usually work inside

### You should know that:

This work is rough on your hands.
You may be requested to join a union.

## ON THE JOB

Lumber straighteners line up lumber on a conveyer as it moves toward parts of the mill where it will be graded, trimmed, sorted or stacked. They may also pile lumber onto trucks or pallets or transfer it to other conveyers.

**JOB TITLE:** LUMBER STRAIGHTENER **D.O.T.** 669.887

## THINGS TO THINK ABOUT

### Job Characteristics

Fairly strenuous work
May be exposed to noise and vibration

job benefits will vary with the employer.

### Advancement:

Supervisor

### Related occupations:

Other jobs in a sawmill such as grading, sawing, trimming, sorting and stacking

## PREPARATION AND TRAINING

There are no educational requirements for this work. A short period of training will be given on the job.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $108 |

## WHERE TO GET MORE INFORMATION

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8/76

# New Hampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

MACHINIST APPRENTICE

Machinists make metal parts with machine tools by setting up and operating basic metal working tools.

**D.O.T.**

600.280

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Have good eye-hand co-ordination
Stand for long periods of time
Work well with hands and fingers
Visualize objects of two and three dimensions and different shapes

**You should prefer to:**

Work with machinery
Give attention to details

**You should know that:**

You must be at least 18 or a registered apprentice to operate power machinery.
You may be asked to join a union.

## ON THE JOB

A machinist's apprentice studies blueprints, sketches and parts descriptions to plan the sequence of operations. The apprentice marks dimensions and reference points to lay out stock for machinery. They apply their knowledge of mechanics, shop math and metal properties in setting up and running a variety of machines incluidng lathes, milling machines, shapers and grinders. They must work to specifications using precision measuring instruments. They also position and secure parts on the work table with vises, V-blocks and angle plates. They must also work with hand tools such as files and wrenches when fitting and assembling parts. From time to time, the machinist uses test equipment to diagnose problems with the machines.

**JOB TITLE:** MACHINIST APPRENTICE

**D.O.T.** 600.280

## THINGS TO THINK ABOUT

### Job Characteristics

Work areas are usually well lighted and clean
The work is usually not strenuous
Working around machinery can be dangerous if safety regulations are not strictly followed
Standing for long periods of time is necessary

Job benefits will vary with the employer.

### Advancement:

Supervisor
Tool and die instrument maker
Machine programming and tooling
Machine operator

### Related occupations:

Maintenance mechanic
Tool and die maker
Machine operator

## PREPARATION AND TRAINING

On the job training is available. It is also possible to take night courses. Apprenticeship training is usually two or more years. Many companies assign trainees to different departments to learn the operation if various machines. This can be beneficial since the trainee will have a chance to learn which process is preferred.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $111 |

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**New Hampshire VIEW**
Vital Information for Education and Work

JOB TITLE:

MACHINIST, WOOD

Wood machinists construct various lumber products such as sashes, windows frames, etc. using hand tools and woodworking machines.

D.O.T.

669.380

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

You should be able to:

Use saws
Shape materials to prescribed measurements
Use chisels and planes
Use power tools

You should prefer to:

Work with wood products
Work with hands and power tools
Work indoors

You should know that:

You must be at least 18 to opert e power equipment.
Safety is very important.

## ON THE JOB

The job of the wood machinist is one of working with lumber products by hand and machine. The machinist must be able to replace parts on the machine such as saw blades, boring bits and sanding belts as well as operate the machines. Frequently, the wood machinist will have to assemble the various parts which have been produced.

**JOB TITLE:** MACHINIST, WOOD

**D.O.T.** 699.380

## THINGS TO THINK ABOUT

### Job Characteristics

Working with lumber
Using mechanical equipment such as saws, power tools, etc.
Work can be hazardous

Job benefits will vary with the employer.

### Advancement:

Carpenter
Cabinet maker
Self employed

### Related occupations:

Builder
Architect

## PREPARATION AND TRAINING

The wood machinist position is a trade all in itself. Training is done on the job. Although a high school diploma is not required, it is beneficial to have earned it.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $117 |

## WHERE TO GET MORE INFORMATION

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**New Hampshire VIEW**

Vital Information for Education and Work

JOB TITLE:

MAIL CARRIER

A mail carrier travels established routes through a city or town delivering and collecting mail.

D.O.T.

233.388

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Lift and carry heavy loads (about 35 lbs.)
Walk long distances
Pass a stiff physical exam
Be responsible and pleasant

**You should prefer to:**

Work outside or drive a motor vehicle

**You should know that:**

You must be a US citizen and at least 18 years old.
You must pass a civil service exam.

## ON THE JOB

A mail carrier sorts mail for delivery and then travels a set route picking up and delivering mail. In the city, the mail carrier may travel in a truck to deliver packages or pick up large quantities of mail a collection stations or may walk a house to house route. A rural mail carrier travels from house to house in a vehicle.

The work day begins early in the morning. Some time is spent sorting and readdressing mail to be forwarded. Upon completion of the route, the carrier returns to the post office with mail which has been collected.

**JOB TITLE:** MAIL CARRIER **D.O.T.** 233.388

## THINGS TO THINK ABOUT

### Job Characteristics

Steady, dependable work
Regular wage increases
Work outdoors in all kinds of weather
Mail load will fluctuate

### Advancement:

With seniority, carriers may apply for positions are carrier technician, supervisor and route examiner.

### Related occupations:

Delivery truck driver
Western Union deliverer

## PREPARATION AND TRAINING

Applicants who pass all the examinations and meet all the requirements will probably begin as a substitute carrier or postal clerk. When a vacancy occurs, they will be assigned to a regular route.

A high school diploma or equivalent is usually required.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $114 |

## WHERE TO GET MORE INFORMATION

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NewHampshire VIEW
Vital Information for Education and Work

JOB TITLE:

MAIL CLERK

D.O.T.

231.588

A mail clerk receives and distributes as well as sorts incoming mail. The clerk may collect, stamp and deliver mail to the post office.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

You should be able to:

Stand for long periods of time
Sort accurately and quickly
Use equipment such as a letter opening machine, sealing machine and addressing machine
Do medium weight lifting

You should prefer to:

Work inside
Usually work alone

You should know that:

You must be very accurate and responsible in your work.

## ON THE JOB

Mail clerks work in the mail room of a company or business. They handle all incoming and outgoing mail by sorting, distributing and collecting it. They may stuff, seal, address and stamp some outgoing mail. They may use a scale to weigh mail and determine postage. They must be familiar with postal rates and regulations. Records of registered mail and postal expenses may have to be kept.

**JOB TITLE:** MAIL CLERK **D.O.T.** 231.588

## THINGS TO THINK ABOUT

**Job Characteristics**

Good working conditions
Not very strenuous work

Job benefits will vary with the employer.

**Advancement:**

Mail room supervisor

**Related occupations:**

Post office clerk

## PREPARATION AND TRAINING

A high school diploma is usually required. On the job training is given.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $88 |

## WHERE TO GET MORE INFORMATION

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**JOB TITLE:**

MANAGER, BODY SHOP

The body shop manager is in charge of personnel, estimates for jobs and inventory.

**D.O.T.**

807.131

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Work well with people and make yourself understood
Supervise and subordinates and discuss problems
Not mind noise and dirt

**You should prefer to:**

Work in an automotive body shop
Work with figures and estimates

**You should know that:**

You will have to know arithmetic in order to prepare estimates and explain them to customers.
You will have to have experience in estimating and auto body repair.

## ON THE JOB

The manager of a body shop works in the shop co-ordinating the activities of the workers engaged in reparing the vehicles. The position involves supervision, analyzing the cost of repairs and scheduling the appointments for the repairs. The manager must also order the parts necessary for the repairs. This will involve maintaining an inventory of supplies and replacement parts.

**JOB TITLE:** MANAGER, BODY SHOP **D.O.T.** 807.131

## THINGS TO THINK ABOUT

### Job Characteristics

Interesting and varied work
Contact with many people
Must keep up to date with reaairs on current models of vehicles
Work under pressure but "keep your cool"

Job benefits will vary with the employer.

### Advancement:

Owner of your own body shop
Manager of a larger body shop

### Related occupations:

Service station manager
Automotive mechanic

## PREPARATION AND TRAINING

A high school graduate with mechanical training is preferred. Technical training at a vocational school or apprenticeship training can be required. Several years of diversified experience in body and frame repair is necessary before becoming a manager.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $137 |

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**New Hampshire VIEW**

Vital Information for Education and Work

**JOB TITLE:**

MANAGER TRAINEE

**D.O.T.**

189.168

A manager trainee performs assigned duties in business organizations to gain knowledge and experience for promotion to management positions.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Perform advanced math effectively
Follow explicit directions toward the completion of a task
Perform duties under close supervision
Have an understanding of all phases of the business

### You should prefer to:

Work in an office atmosphere
Be involved in a variety of job assignments

### You should know that:

You will be closely supervised by managers in several departments of the company.
You will initially work in many different departments of the company.

## ON THE JOB

You will perform assigned duties in business organizations to gain knowledge and experience for promotion to management positions. You will participate in work in production, sales, engineering, advertising, accounting, traffic, warehousing and personnel. All of your work will be done under close supervision at least at first.

**JOB TITLE:** MANAGER TRAINEE **D.O.T.** 189.168

## THINGS TO THINK ABOUT

### Job Characteristics

You will work under the direction of several department managers. Your work will generally be performed in an office atmosphere.

Job benefits will vary with the employer.

### Advancement:

This job is intended as a training program for advancement to a management position.

### Related occupations:

Retail management positions
Wholesale management positions
Department managers in industry
Industrial plant manager

## PREPARATION AND TRAINING

High school graduate
Bachelor's degree in management
Associate degree in management and three to five years experience in a related field

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $158 |

## WHERE TO GET MORE INFORMATION

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# New Hampshire VIEW

Vital Information for Education and Work

JOB TITLE:

MANICURIST

D.O.T.

331.878

A manicurist usually works in a beauty parlor cleaning, polishing and shaping customer finger and toe nails.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Have a very steady hand and be able to do precision work
Be neat and attractive in personal appearance
Be pleasant and friendly since you are working closely with the customer

### You should prefer to:

Work in the field of personal hygiene
Work with the public

### You should know that:

## ON THE JOB

A manacurist performs a variety of tasks depending on the customer's needs and desires. The manicurist may remove old nail polish, clean nails with soapy water, orange sticks and a file. Manicurists may shape and file nails with scissors and an emery board, treat cuticles with water and oil to soften them and then push them back and trim them, polish buff and whiten the undersides of the nails.

**JOB TITLE:** MANICURIST

**D.O.T.** 331.878

## THINGS TO THINK ABOUT

**Job Characteristics**

Clean work
Pleasant working conditions
Some opportunities for work on luxury ocean liners

Job benefits will vary with the employer.

**Advancement:**

Limited - Work in a more expensive beauty salon or health and beauty spa

**Related occupations:**

Other beauty and personal hygiene occupations

## PREPARATION AND TRAINING

This job requires two years of high school (minimum) and a six week course or 150 hours of specialized study.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 35-40 | $104 |

## WHERE TO GET MORE INFORMATION

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**JOB TITLE:**

MATERIAL HANDLER

Material handlers transport materials to and from production areas.

**D.O.T.**

929.887

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Lift heavy articles
Be on your feet a lot
Stretch, bend, carry and stoop
Run various kinds of moving equipment

**You should prefer to:**

Have an active job

**You should know that:**

A smooth running production line and safety depend a great deal on the prompt and responsible work of the material handler.

## ON THE JOB

Material handlers load, unload and transport materials within or near a plant, yard or work site. They have specific directions about what to move and where to move it. In order to move some materials, the materials handler will have to use various kinds of dollies, racks, lifts, hoists and trucks.

This is an important function in the smooth operation of the industry.

**JOB TITLE:** MATERIAL HANDLER

**D.O.T.** 929.887

## THINGS TO THINK ABOUT

### Job Characteristics

Very active
Opportunity to learn how to operate various equipment types
Can be heavy, dirty work

Job benefits will vary with the employer.

### Advancement:

Shipping supervisor
Materials expeditor

### Related occupations:

Similar work in many industries

## PREPARATION AND TRAINING

There are no educational requirements for this job although a general course of studies in high school is helpful.

On the job training is given.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $108 |

## WHERE TO GET MORE INFORMATION

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New Hampshire VIEW
Vital Information for Education and Work

**JOB TITLE:**

**D.O.T.**

MEAT CUTTER

A meat cutter cuts and trims meat, fish and poultry for sale in meat markets and supermarkets. They also work for wholesalers.

316.884

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Work well and carefully with your hands
Follow instructions easily and work with speed and accuracy
Stand for long periods of time
Lift weights of about 50 lbs.

**You should prefer to:**

Work indoors
Work with power and hand tools
Work with others

**You should know that:**

You may have to work in a refrigerated area.
In a small store, you may also have to package meat.

## ON THE JOB

Meat cutters work varies somewhat depending on the type place in which they work. In a supermarket or meat market, they may set up displays and wait on customers. They may be responsible for meat buying, grading and record keeping.

Meat cutting is partially done with power tools such as band saws, rotary saws, slicers and other power and hand tools. The meat cutter must learn how to divide a carcass into different cuts of meat. Along with meat cutting, the cutter must also dress fish and poultry, grind hamburger, roll and tie roasts, prepare sausages and use tenderizers.

**JOB TITLE:** MEAT CUTTER

**D.O.T.**
316.884

## THINGS TO THINK ABOUT...

### Job Characteristics

Good wages
Usually good demand for skilled meat cutters
May be exposed to sudden temperature changes
Hazards of working with sharp cutting tools
Job benefits will vary with the employer.

### Advancement:

Experienced meat cutters
Meat department manager or retail store manager
Meat buyer

### Related occupations:

Meat salesman
Retail store manager
Butcher
Meat inspector

## PREPARATION AND TRAINING

The most common way of obtaining a job as a meat cutter is by being hired by a retail or wholesale company and learning the trade through on the job training. You must be 18 years old to use power tools. Large companies have apprenticeship programs which take 2-3 years of supervised on the job training. Employers prefer high school graduates. Courses that would be good for preparing for this job include record keeping, mathematics, advertising and the use of power tools.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $127 |

## WHERE TO GET MORE INFORMATION

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JOB TITLE:

D.O.T.

| | | |
|---|---|---|
| MECHANIC , DIESEL | A diesel mechanics repair and maintain diesel engines. | 625.281 |

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Lift weights up to 100 lbs.
Work well with your hands and use many types of tools
Have good "mechanical sense"
Do careful, exacting work

### You should prefer to:

Work indoors and out
Work in mechanics

### You should know that:

You must keep up-to-date on new developments in your field.
You must be at least 18 years old.

## ON THE JOB

Diesel Mechanics repair and maintain diesel engines that power transportation equipment such as heavy trucks, buses, ships and locomotives and construction equipment such as bulldozers, cranes, earthmovers and farm equipment. Before making repairs, a diesel mechanic tests and inspects the engine to find out what's wrong. They repair and replace defective parts and makes necessary adjustments.

Preventive mechanics is another part of the job. The mechanic inspects, tests and lubricates equipment. Mechanics use both common hand tools and specialized power tools in their work. They must often specialize in one particular type of equipment. Mechanics are expected to service brake systems, transmissions and other parts of the equipment besides just the engine.

**JOB TITLE:** MECHANIC , DIESEL

**D.O.T.**
625.281

## THINGS TO THINK ABOUT

### Job Characteristics

Heavy work
Greasy and dirty
May sometimes have to work outside in bad weather

Job benefits will vary with the employer.

### Advancement:

From trainee to 1st class mechanic
Supervisor

### Related occupations:

Any kind of mechanic

## PREPARATION AND TRAINING

Diesel Mechanics learn their skills in several different ways. Most men work first as automobile mechanics. When hired by diesel firms, they receive 6-18 months of training. People prepare for this job by full-time attendance at a trade or technical school. Others learn their skills through several years of on-the-job training.

Vocational-Technical Colleges in Manchester, Berlin, Nashua and Portsmouth have a two year program in automotive mechanics.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $127 |

## WHERE TO GET MORE INFORMATION

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# New Hampshire VIEW
Vital Information for Education and Work

**JOB TITLE:**

MECHANIC, FARM EQUIPMENT

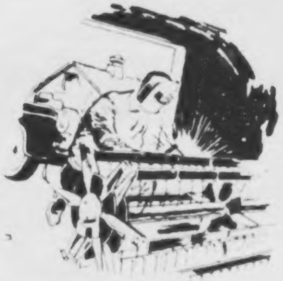
A farm equipment mechanic repairs farm machinery.

**D.O.T.**

624.281

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?



## TO GET THE JOB

### You should be able to:

Explain your work to a customer
Lift 50 lbs. or more
Work in cramped positions
Work well with your hands

### You should prefer to:

Work in a variety of work conditions
Work by yourself
Work with tools

### You should know that:

You will be expected to work in all conditions inside or outside.
You will have to study repair manuals to keep up to date on new machinery.

## ON THE JOB

Farm equipment mechanics do most of their work on farms. Their workshop may be a shed, a barn or an open field. A farm equipment mechanic has to get used to working on dirty machinery. They may have to scrape away a lot of dirt and grease just to see what needs fixing. Many farm equipment parts are very heavy and hard to reach. Cuts and bruises are easy to get. Work is often slow during the winter but during the growing and harvest seasons, every job is on an emergency basis requiring immediate attention.

**JOB TITLE:** MECHANIC, FARM EQUIPMENT **D.O.T.** 624.281

## THINGS TO THINK ABOUT

### Job Characteristics

You will usually perform repairs on location. This will involve some travel.
You will work in all weather conditions.
You may be responsible for furnishing your own tools.

### Advancement:

Farm equipment service department supervisor
Proprietor of your own farm equipment repair shop

### Related occupations:

Auto and truck mechanic
Diesel mechanic
Heavy equipment mechanic

## PREPARATION AND TRAINING

High school graduate
Technical school auto/truck/diesel mechanic program graduate

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $102 |

## WHERE TO GET MORE INFORMATION

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# New Hampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

MECHANIC, MAINTENANCE

**D.O.T.**

638.884

Maintenance Mechanics repair machinery working with diagrams, sketches and manuals. They find the trouble in broken machinery and make adjustments necessary to make it run smoothly.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Lift, stoop, crawl under and climb over machinery
Handle and lift heavy equipment
Use mathematics to solve problems
Judge size and distance and read blueprints
See and hear well and work well with fingers and hands

**You should prefer to:**

Work with tools and machinery
Work mostly indoors

**You should know that:**

- You must be at least eighteen years of age to operate power equipment.

## ON THE JOB

Maintenance Mechanics provide regular service to machines used in industry to keep them running smoothly by inspecting, oiling, greasing and cleaning machines. They keep a maintenance record of the machines serviced. They also build, redesign and install new machinery as well as rebuild and rearrange old machinery. Some maintenance mechanics specialize in the type of machine they service.

They examine the form and texture of parts to detect imperfections, using rules, calipers and micrometers. They inspect used parts to determine changes in dimensions. They adjust devices and control instruments using hand tools, levels, plumb bobs, and straightedges. They may set up and operate lathes, drill presses, grinders, and other metal working tools to make and repair parts.

**JOB TITLE:** MECHANIC MAINTENANCE

**D.O.T.** 638.884

## THINGS TO THINK ABOUT

### Job Characteristics

Excellent job opportunities in some areas
Opportunity to learn most parts of an operation
Some work will be done in cramped positions
There is a danger of common shop injuries though safety regulations help in accident prevention

### Advancement:

Master mechanics
Supervisor
Maintenance engineer

### Related occupations:

Machinist
Tool and Die Maker
Machine Operator

## PREPARATION AND TRAINING

High School subjects which are good preparation include: machine shop, welding, blueprint reading.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $95 |

## WHERE TO GET MORE INFORMATION

SEE YOUR SCHOOL COUNSELOR
OCCUPATIONAL OUTLOOK HANDBOOK

THE DEPARTMENT OF EMPLOYMENT SECURITY OFFICE NEAREST YOU.

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JOB TITLE:

D.O.T.

MECHANIC,RADIO HELPER

A radio mechanic helper tests radios and radio equipment.

823.884

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

See and hear well
Follow instructions and read wiring diagrams
Do small detailed operations with your hands
Keep informed of new developments in design and materials in the radio industry

### You should prefer to:

Work with electrical equipment
Work inside

### You should know that:

You may be required to join a union.
A radio mechanic is required to have a Federal Communications Comission Radiotelephone Operators License.

## ON THE JOB

Radio Mechanics test, repair and install radios and radio communication systems. They examine equipment for defective parts, and replace these using hand tools. With electrical measuring equipment such as tube testers, frequency and watt meters and volt meters, they test radio equipment for power output, noise levels, audio quality and other qualities. A radio mechanic helper learns to do many of these jobs under supervision and instruction. A radio mechanic may specialize in aircraft radio equipment or other transmitting and receiving systems.

**JOB TITLE:** MECHANIC, RADIO HELPER

**D.O.T.** 823.884

## THINGS TO THINK ABOUT

### Job Characteristics

Clean work
Not physically demanding
Can start independent repair service
An excellent job with no disadvantages for a radio buff

Job benefits will vary with the employer.

### Advancement:

From helper to skilled mechanic
Radio technician

### Related occupations:

Radio technician
Television mechanic or technician
Electrical equipment repairer

## PREPARATION AND TRAINING

Technical training in electronics is required in order to become a qualified radio mechanic. Some high schools offer courses in electronics. Home study programs are available. Training through branches of the armed services is also available. Many companies conduct training programs. No experience or training is necessary to be a radio mechanic helper but it is helpful. The New Hampshire Technical Institute at Concord offers courses.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $108 |

## WHERE TO GET MORE INFORMATION

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8/76

# New Hampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

MECHANIC, SMALL ENGINES

**D.O.T.**

625.281

Small Engine Mechanics study how engines work, what goes wrong with them, and how to fix them.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Work well with your hands
Do light to semi-heavy lifting
Have good vision
Have good "mechanical sense" and be handy with tools
Follow instructions

### You should prefer to:

Work inside and out
"Tinker"

### You should know that:

You must be at least 18 years old.
You must keep up to date in the new developments in design of motors.

## ON THE JOB

Small Engine Mechanics do repair work and maintenance on a variety of equipment run by small engines. Examples of the kind of equipment they work on are mowers, snow blowers, chainsaws, garden tractors, outboard motors and snow mobiles. The mechanic finds out what is wrong with the engine, replaces worn out parts and makes necessary repairs and adjustments. They must use specialized testing equipment and tools in their work. They may take apart engines to clean them and lubricate them and do other types of general maintenance work.

**JOB TITLE:** MECHANIC, SMALL ENGINES

**D.O.T.**

625.281

## THINGS TO THINK ABOUT

### Job Characteristics

Always a good demand for this skill
Work can be dirty

Job benefits will vary with the employer.

### Advancement:

Supervisor
Dealer or distributor of equipment or parts
Chance to own a business

### Related occupations:

Any mechanical repairer
Motor cycle mechanic
Auto mechanic

## PREPARATION AND TRAINING

A high school education and vocational-technical training is necessary preparation for this skilled job. Some dealers and manufacturers offer special training programs. One's training continues after basic skills have been learned because there are technical developments in this field every year.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $137 |

## WHERE TO GET MORE INFORMATION

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**JOB TITLE:**

**D.O.T.**

MENTAL RETARDATION AIDE

A Mental Retardation Aide involves caring for mentally retarded people.

355.878

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Remain calm and patient at all times
Not mind following instructions
Be sympathetic and understanding
Help and work with others

### You should prefer to:

Help mentally retarded persons
Work in and out of doors
To be in close contact with other persons

### You should know that:

You will be expected to be neat in appearance
Required to perform routine and minimal tasks
Your work week may be irregular

## ON THE JOB

You will be attending to the personal needs of the patient. It may be necessary to take care of the personal hygiene of the patient and to oversee the patient's activities. One of the more pleasant jobs will be escorting them around the grounds or other places they may visit. You may be requested to give them simple medication. You will also be required to attend staff meetings.

**JOB TITLE:** MENTAL RETARDATION AIDE

**D.O.T.**

355.878

## THINGS TO THINK ABOUT

### Job Characteristics

May be strenous work
Need to be in good physical condition
Have to have good coordination

Job benefits will vary with the employer

### Advancement:

Supervisor of the aides
Psychiatric aide

### Related occupations:

Child-care attendant
Hospital guides
Nurses's aide

## PREPARATION AND TRAINING

You must have at least an eighth grade education. On-the-job training is given. Courses in mental retardation instruction are available for those who wish to advance in this field

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $98 |

## WHERE TO GET MORE INFORMATION

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# New Hampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

**D.O.T.**

619.380

## METAL FABRICATOR

### DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

### TO GET THE JOB

**You should be able to:**

Lift heavy objects
Be on your feet for long periods of time
Work well with your hands
Have knowledge of tools of the trade

**You should prefer to:**

Work inside
Work with machines

**You should know that:**

You may be requested to join a union
You must be at least 18 years old

### ON THE JOB

Metal fabricators work in the production of many different kinds of metal parts and products. The type of work done will very much depend upon what kind of production in which you are involved. Some metal fabricators work from blueprints and develop layouts and plan production sequence. They must have knowledge of trigonometry, machine operations and metal properties. Other metal fabricators operate fabricating machines such as brakes, rolls, shears, flame cutters, and drill presses and do metal products assembly.

**JOB TITLE:** METAL FABRICATOR

**D.O.T.** 619.380

## THINGS TO THINK ABOUT

### Job Characteristics

Vary from job to job but usually fairly strenous work
May be exposed to heat and noise

Job benefits will vary with the employer

### Advancement:

Machine set-up operator
Supervisor
Layout person

### Related occupations:

Machine shop jobs (metal working)
Some assembly work

## PREPARATION AND TRAINING

Training is usually available on the job. Some companies have apprenticeship programs. For some positions no high school diploma is required and for others high school graduation is necessary. Courses in math and metal working are good preparation.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $108 |

## WHERE TO GET MORE INFORMATION

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JOB TITLE:

D.O.T.
239.588

# METER READER

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Drive safely in all weather
Keep accurate records
Have a way with barking dogs
Work quickly and accurately with figures

### You should prefer to:

Work alone
Do a lot of driving

### You should know that:

This is a starting position within a company

## ON THE JOB

A meter reader travels in a company vehicle or on foot from one customer to another. They take a reading from the customer's meter. This reading indicates the customer's use of service. His bill will be figured from this reading. The meter reader returns his route book to the billing office of his company. The meter reader may also check meters for defects or damage and take applications for new service.

**JOB TITLE:** METER READER

**D.O.T.** 239.588

## THINGS TO THINK ABOUT

**Job Characteristics**

Exposed to all weather conditions
Work is not strenous
Steady employment

Job benefits will vary with the employer

**Advancement:**

Depends upon ability
May advance to higher position in company

**Related occupations:**

Delivery person

## PREPARATION AND TRAINING

On the job training is given. A pre-employment test is usually required. High school courses in mathematics are helpful.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $108 |

## WHERE TO GET MORE INFORMATION

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**JOB TITLE:**

MOBILE HOME REPAIRER

**D.O.T.**

899.884

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Be mechanically inclined
Listen to complaints and determine what has to be done
Work with a variety of hand and power tools
Be responsible and able to work on your own without supervision

**You should prefer to:**

Work with tools in maintenance type work
Want to help people
Work alone

**You should know that:**

You will need a basic knowledge of several skilled trades such as plumbing, carpentry, electrical wiring and masonry

## ON THE JOB

A mobile home repairer repairs defective systems and units in mobile homes and trailers. This person may also be called upon to hook up utility connections, electrical wiring and plumbing of a newly located mobile home. They may drive a truck to transport mobile homes or trailers. Another job they may have is setting the unit on a foundation or blocks and leveling it.

**JOB TITLE:** MOBILE HOME REPAIRER

**D.O.T.** 899.884

## THINGS TO THINK ABOUT

### Job Characteristics

On call 24 hours a day
Perform a wide variety of tasks in general repair work
May have to call a specialist for complicated repair work
May work outside in cold weather or in cramped, close quarters
Travel between jobs

Job benefits will vary with the employer

### Advancement:

Chance to have own business
Trailer sales and service

### Related occupations:

General maintenance mechanic
Home repairer
Preparation for work as electrician, plumber, etc.

## PREPARATION AND TRAINING

Since this job demands a wide variety of skills, mechanical training and experience in several fields is necessary. This knowledge may be obtained through a variety of basic training courses available at a New Hampshire Vocational-Technical College or through apprenticeship to several skilled workers.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $121 |

## WHERE TO GET MORE INFORMATION

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# New Hampshire VIEW

Vital Information for Education and Work

JOB TITLE:

MODEL

D.O.T.

297.868

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Look well in clothes and have a well balanced figure
Hold a pose for periods of time
Perform in front of an audience
Work odd and long hours when necessary

### You should prefer to:

Be in the limelight
Work with people
To model beautiful clothes

### You should know that:

You must have self confidence and poise
You must have excellent body carriage
Be better than average height

## ON THE JOB

The majority of models are used to show off all kinds of clothes. They may be employed in retail or wholesale clothing stores or large department stores as well as by clothing manufacturers. Duties vary but usually the job is modeling clothes, discussing the clothes modeled with retail and wholesale buyers, and serving as the frame for styling and fitting garments.

Models are also used in illustration work which includes posing for fashion photographers on short assignments. They may also be requested to work in demonstration and sales booths in department stores, at fairs and in other kinds of exhibitions.

In small businesses the model may be required to perform some clerical duties, inspect garments, do some selling and perhaps act as hostess at shows and other duties required when not actually modeling.

**JOB TITLE:** MODEL

**D.O.T.**

297.868

## THINGS TO THINK ABOUT

### Job Characteristics

Usually work in very pleasant, air conditioned surroundings
You may work through an agency who will send you out on short assignments or be hired directly by an employer
Your job career will be varied and interesting

Job benefits will vary with the employer

### Advancement:

Anywhere from top model to perhaps, with luck, and skill a "famous actress"

### Related occupations:

Actress
TV commercial model

## PREPARATION AND TRAINING

You should have at least a high school diploma. Any additional education will add to your self confidence and poise that is so necessary for this job. You might be that special person who can just walk in on the job and be successful.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $111 |

## WHERE TO GET MORE INFORMATION

SEE YOUR SCHOOL COUNSELOR
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# NewHampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

MOLDER

A molder forms molds to be used in the production of metal castings.

**D.O.T.**

518.381

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Do heavy lifting
Use hand and power tools
Stand for long periods of time
Withstand heat
Follow instructions carefully

### You should prefer to:

Work inside

### You should know that:

Union affiliation may be necessary

## ON THE JOB

The job of a molder requires knowledge of metal characteristics and molding skills. The molder forms molds made of sand which will be used to produce metal castings. In this work the molder uses hand and power tools and patterns and flasks. After the mold is formed, the molder may fill it with molten metal in order to make a casting.

**JOB TITLE:** MOLDER

**D.O.T.** 518.381

## THINGS TO THINK ABOUT

### Job Characteristics

Heavy work
Often hot working conditions

Job benefits will vary with the employer.

### Advancement:

Supervisor

### Related occupations:

glass molder
Hand Molder
Pattern Molder

## PREPARATION AND TRAINING

Some study (specialized) beyond high school is necessary. High school metal shop and wood working, drafting and shop math will help decide whether you are interested in this type of work.

Many molders start as helpers and learn the trade in this way.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $114 |

## WHERE TO GET MORE INFORMATION

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**JOB TITLE:**

**D.O.T.**

187.116-034

MOTEL MANAGER

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Be pleasant and even tempered under all kinds of conditions
Make guests feel at home and comfortable
Make decisions and accept responsibility

### You should prefer to:

Work with people
Work in clean, comfortable surroundings
Be in charge of things

### You should know that:

Your hours may be long.
Your job will never be dull since the job has a certain amount of excitement.

## ON THE JOB

To be successful in this responsible position, you must be even tempered and pleasant under all kinds of conditions. You must be willing to pitch in and help with various kinds of work around the motel when necessary. You must be patient and remember that "the customer is always right". You must always have the tact and responsibility to handle the situation calmly.

Administrative ability and the ability to organize and direct is of utmost importance in this position which has unlimited opportunities for advancement.

**JOB TITLE:** MOTEL MANAGER

**D.O.T.**

187.116-034

## THINGS TO THINK ABOUT

### Job Characteristics

You will be responsible for all activities of the various departments of the motel
Must keep a check on the trade desired
May have to work under "trying" conditions
Work may require you to pitch in and do anything that is needed
May have to spend a great deal of time walking and standing
Job benefits will vary with the employer.

### Advancement:

Manager of larger motel
Owner of your own motel

### Related occupations:

Restaurant manager
Hotel manager

## PREPARATION ~~AND~~ TRAINING

Since the motel manager must be good at working with all kinds of people, courses in social science and speech will help a great deal. The manager will need to know bookkeeping. A course in typing would be useful. The way up will be easier and quicker if the person has more than a high school education. Some colleges and junior colleges offer hotel management courses.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $163 |

## WHERE TO GET MORE INFORMATION

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# New Hampshire VIEW

Vital Information for Education and Work

JOB TITLE:

D.O.T.

MULTILITH OPERATOR

207.782

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Possess good eye-hand coordination
Tolerate noise
Perform with patience since the work is often monotonous
Stand for long periods of time
Be mechanically inclined

### You should prefer to:

Work indoors
Work around machinery
Do precise work

### You should know that:

Most employing firms will require you to furnish personal reference, job resume and information on education obtained.

You should make direct application to the personnel office where you wish to work.

## ON THE JOB

The multilith operator runs offset-duplicating machines to reproduce single or multicolor copies of letters, bulletins and small jobs. The operator installs a sensitized metal printing plate or master around the press cylinder of the machines and locks into place. The operator also adjusts the ink flow mixes and pours ink into the fountain. They must be able to determine different weights of paper and their characteristics. They must set dials to control the speed and feed of the machine. When the adjustments have been made, the multilith operator turns on the machine and constantly checks the press during the printing operation.

The operator is responsible for cleaning and filling the master copy or plate. They must also clean and oil the machine.

**JOB TITLE:** MULTILITH OPERATOR

**D.O.T.** 207.782

## THINGS TO THINK ABOUT

### Job Characteristics

Working conditions are usually in pleasant surroundings, well-lighted and well ventilated
Work is usually clean except for the ink and duplicating fluids which may be used
Some office settings are noisier than others, often the multilith press is in a separate part of the building

Job benefits will vary with the employer.

### Advancement:

Many employers follow a promotion from within policy, taking into consideration seniority and on the job training. With experience, the multilith operator can train on additional office machines or advance to supervisor positions.

### Related occupations:

Embossing machine operators
Offset pressman
Addressograph operator

## PREPARATION AND TRAINING

Graduation from high school is the minimum educational requirement. While in high school, most multilith operators gain training through on-the-job training ranging from a few days to several weeks. Companies often pay to have the operator take special training course in equipment manufacturing firms.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $111 |

## WHERE TO GET MORE INFORMATION

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JOB TITLE:

# MUSICIAN, DANCE (INSTRUMENTAL)

D.O.T.

152.048

A dance musician or instrumentalist performs either alone or in a group for public entertainment.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Be able to play at least one musical instrument well
Have a good memory
Understand the varieties of dance music. Be musically inclined
Keep up with changing trends in music
Spend time practicing

### You should prefer to:

Work in public entertainment
Work nights and weekends
Be familiar with application and hookup of amplifying and tone modification equipment

### You should know that:

Much traveling may be involved in getting to and from jobs
This is a very competitive field
Musical instruments and equipment are expensive
May have to belong to musicians union

## ON THE JOB

Dance or instrumental musicians is a public performer hired to entertain people. They may be required to perform a variety of types of music depending on the kind of function at which they are playing. Therefore, they must have a broad knowledge of various kinds of music. Lounges, ceremonial dinners, and banquets, high school proms and weddings are a few examples of functions at which dance musicians play. They are usually hired to play in groups, although pianists and organists frequently work as solo instrumentalists.

Musicians working together in a group usually appoint one member to handle most of the business matters. It is this member who sets up playing dates and arranges fees. A booking agent may also be engaged to find playing opportunities.

**JOB TITLE:** MUSICIAN, DANCE (INSTRUMENTAL)

**D.O.T.** 152.048

## THINGS TO THINK ABOUT

### Job Characteristics

Long hours of practice and rehearsals
Travel to and from engagements, travel and equipment expenses
Popularity and "glamour" of working in public entertainment
Enjoyment of performing
Playing engagements and practice can be done in spare time, allowing the musician to hold another full or part-time job

### Advancement:

Depends upon individual success
Band leader
Music teacher

### Related occupations:

Band leaders
Booking agent
Music instructor

## PREPARATION AND TRAINING

In this occupation one's preparation is never really finished. Practicing, rehearsing, and learning new material are as much part of this job as the performing. Of course, years of preparation in music lessons and practicing must come before anyone is ready to become a public performer. However, one great advantage to this part of the musical training process is that it can be begun at an early age and done in spare time. Many musicians hold full or part-time jobs besides their musical careers.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| various | $140 |

## WHERE TO GET MORE INFORMATION

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# New Hampshire VIEW

Vital Information for Education and Work

JOB TITLE:

D.O.T.

NEWSPAPER REPORTER

Newspaper reporter gathers information and writes stories for publication.

132.268

At State Department
Olympic Aches and Pains Keep U.S. Medical Staff on the
News Summary
The Screen:
Contemporary Romance at Paris Theater
Kosygin and Fish and

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Stand the active and often fast-paced life of a reporter
Do some typing since reporters often type their own stories
Have a good command of English
Work for long periods of time either sitting or standing

### You should prefer to:

Work at a job that has you on the "go"
Be given an opportunity to write

### You should know that:

You may have to work in the evening and weekends
You might have to be on call to work at any time should a story break
You may have to work under pressure

## ON THE JOB

The newspaper reporter is expected to write stories on many subjects suitable for use in the daily or weekly newspapers. In covering these events, you may interview people, review public records, attend planned news happenings and do research. They must have a flair for news and writing since articles must be made interesting and readable for the average reader.

Beginning reporters are usually given jobs such as covering club and civic meetings, writing obituaries, and interviewing visitors. They are sometimes sent out on "beats" such as police stations or courts where they may pick up an interesting, newsy story from time to time. Later on, when experienced they may even be sent overseas as a correspondent.

**JOB TITLE:** NEWSPAPER REPORTER

**D.O.T.** 132.268

## THINGS TO THINK ABOUT

### Job Characteristics

Writing and the ability to find the "story" is most important
You may be sent anywhere in order to get the story
Accuracy of the subject is most important

Job benefits will vary with the employer

### Advancement:

Rewriter or copy editor
Editor
Correspondent

### Related occupations:

Columnist
Radio and television news announcer

## PREPARATION AND TRAINING

Well qualified beginners with exceptional writing talent will find employment opportunities in this field. High school graduates who are talented writers can sometimes become reporters directly after high school. Some newspapers prefer, or only employ, individuals with some extra training in journalism. Then again you may get your big start after being employed first as a copy boy or messenger and proving on the job that you can really write.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $124 |

## WHERE TO GET MORE INFORMATION

SEE YOUR SCHOOL COUNSELOR
OCCUPATIONAL OUTLOOK HANDBOOK

THE DEPARTMENT OF EMPLOYMENT SECURITY OFFICE NEAREST YOU.

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**JOB TITLE:**

NURSE, LICENSED PRACTICAL

**D.O.T.**

079.378

A LPN assists in caring for patients, convalescents, and others who are mentally and physically ill.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

See and hear well
Do a lot of walking, bending, stretching
Lift heavy articles
Follow instructions carefully

### You should prefer to:

Help people
Work in the medical profession

### You should know that:

You will have to pass a physical examination and an aptitude examination
You must pass a licensing examination

## ON THE JOB

A licensed practical nurse provides care which requires technical knowledge but not the extensive training of a registered nurse. The LPN works under the supervision of doctor's and registered nurses. The work done by a LPN includes: taking temperatures, boood pressure, pulse and respiration counts, recording information on charts, changing bandages, giving medication, and bathing and feeding patients. The LPN assist in physical examinations, infant feeding and other patient care. This work is done in hospitals, private and public nursing homes, doctor's offices and clinics.

**JOB TITLE:** LICENSED PRACTICAL NURSE

**D.O.T.**

079.378

## THINGS TO THINK ABOUT

### Job Characteristics

Free living quarters and meals sometimes supplied
There is always a demand for this occupation
This can be physically and emotionally tiring

Job benefits will vary with the employer

### Advancement:

Only with additional training

### Related occupations:

Psychiatric aide
Nurses aide
Hospital attendant

## PREPARATION AND TRAINING

You must have completed at least two years of high school. You must also take a one year course in practical nursing to prepare for this work. This must be a course approved by the State Board of Nursing. A licensing examination is given to candidates before they are given a license. The training program is offered by some public schools, health agencies, local hospitals, and junior colleges. In New Hampshire, these courses are offered at the NH Vocational-Technical Colleges at Berlin, Claremont, Concord and Portsmouth.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $117 |

## WHERE TO GET MORE INFORMATION

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**JOB TITLE:**

NURSE, REGISTERED (INDUSTRIAL)

**D.O.T.**

075.378

An industrial nurse provides care for employees at work, as well as promote employee health programs.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

See and hear well
Be in good physical and mental health
Work well in crises
Make decisions

**You should prefer to:**

Work in an industrial situation
Work independently

**You should know that:**

You may be responsible for carrying out industrial safety programs and health and inoculation programs

## ON THE JOB

An industrial nurse works on the premises of a factory, department store or other large establishment rather than in a hospital or doctor's office. In their work, they provide nursing service to persons who become ill or are injured on the premises. They give first aid and apply a dressing. An industrial nurse must keep records of all treatments and file accident reports. They may also carry out a safety program and provide health education to employees.

**JOB TITLE:** NURSE, REGISTERED (INDUSTRIAL)

**D.O.T.** 075.378

## THINGS TO THINK ABOUT

### Job Characteristics

Work independently, sometimes alone
Subject to great pressure in serious accident situations
Much responsibility

Job benefits will vary with the employer

### Advancement:

Limited

### Related occupations:

Other jobs in the nursing and health field

## PREPARATION AND TRAINING

Industrial nurses must qualify through studies in established nursing training programs. These programs are available at various hospitals and educational facilities in New Hampshire.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $127 |

## WHERE TO GET MORE INFORMATION

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8/76

# New Hampshire VIEW

Vital Information for Education and Work

JOB TITLE:

NURSE'S AIDE

Nurses aides perform many job duties. They help with all the types of services needed in the care of the ill.

D.O.T.

355.878

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Work long hours
Be tackful and respectful to all patients and personnel

### You should prefer to:

Have the desire to want to work with people
Spend time in caring and listening to patients needs
Help others unable to help themselves

### You should know that:

Aide must be sixteen years of age
Work involves book studies and clinical duty

## ON THE JOB

A nurse's aide is taught to take temperatures, take the pulse readings and respiration. They are taught about the anatomy of the human body and diseases. While on the job this person feeds, cares, and talks with patients. They collect specimens for study and report anything unusual in patient's activities.

The nurse's aide will answer signal lights and bells to determine patients needs. They bathe, dress and undress patients, transport patients to treatment units using wheelchair or assist them to walk.

In addition to medical assistance, a nurse's aide will be asked to dust and clean the patient's room, change bed linens, run errands, direct visitors and answer the telephone.

**JOB TITLE:** NURSE's AIDE

**D.O.T.** 355.878

## THINGS TO THINK ABOUT

**Job Characteristics**

Work will be physically tiring
Neatness and cleanliness of utmost importance
May involve shift and weekend work

Job benefits will vary with the employer

**Advancement:**

Practical nurse
Registered nurse
Supervisor

**Related occupations:**

Auxiliary nursing worker
Licensed practical nurse
Visiting nurse

## PREPARATION AND TRAINING

Although there is no special academic requirement, it is desirable for a candidate to have completed high school. On the job training with a willingness to study and work with the supervisor and other nurses on the floor is about the best preparation you can get. The ability to follow instructions is of the utmost importance.

Some high schools offer training in health occupations, including nurses aide and licensed practical nursing. Training is available in the Vocational-Technical colleges and the technical institute.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $98 |

## WHERE TO GET MORE INFORMATION

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JOB TITLE:

D.O.T.

OIL BURNER INSTALLATION AND SERVICER The job includes installing and servicing automatic oil burners and furnaces. 862.281

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Lift heavy objects
See well and work well with your hands
Read and understand directions as well as follow instructions
Be accurate and dependable in your work
Be mechanically inclined

### You should prefer to:

Work with motors
Work inside
Do a variety of tasks on a job
Work on your own most of the time

### You should know that:

You will have to drive a light truck
You may sometimes work in very uncomfortable positions

## ON THE JOB

The oil burner installation and servicer will install oil burners by using handtools such as pipe-threading tools, hammers, wrenches, metal snips, electric drills,pipe cutters benders, and acetylene torches. Testing devices are used to check the functioning of the unit and adjustments made on it.

The servicers will find that much of their work is answering calls on faulty burners. They will have to determine why the burner isn't running properly by using various testing devices. They often make repairs on the spot if it is possible by using material from the repair truck. Sometimes, it is necessary to remove the motor and take it to the shop for repair.

**JOB TITLE:** OIL BURNER INSTALLATION AND SERVICER

**D.O.T.** 862.281

## THINGS TO THINK ABOUT

### Job Characteristics

Satisfaction of helping customers
Repair calls may come at any time of day or weather
Work is sometimes done in cramped, small places

Job benefits will vary with the employer

### Advancement:

Once trade is learned you may start your own business
Supervisor of service contracts

### Related occupations:

Air conditioning unit installation and service
Refrigeration unit installation and service
Gas burner installation and service

## PREPARATION AND TRAINING

The new worker will be assigned as a helper to an experienced person. They will be given on the job training while assisting their supervisor until they are fully qualified to carry out all necessary tasks on their own. Useful high school subject include mathematics, blueprint reading, electric work and sheet metal courses.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $127 |

## WHERE TO GET MORE INFORMATION

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8/76

# New Hampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

ORDERLY, HOSPITAL

**D.O.T.**

355.878

Hospital orderlies work under the direction of a trained staff member to care for the physically and mentally ill. It is the orderly who provides patients with comforts and companionship.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Pass a health examination
Be on your feet for a large portion of the working day
See and hear well
Be friendly, pleasant and sympathetic with patients

**You should prefer to:**

Help people

**You should know that:**

May have to work varying shifts
On the job training is provided

## ON THE JOB

An orderly works under the supervision of skilled nurses and doctors. The orderly takes care of the many tasks which do not require training and technical knowledge. Some of the duties of an Orderly include: answering call bells, feeding patients who cannot care for themselves, bathing and dressing patients, giving back rubs, making beds, taking temperatures and pulse rates, wheeling patients in wheel chairs and assisting others to walk. Orderlies also carry messages. The duties of an orderly will vary somewhat depending on the institution and whether it is for physically or mentally ill patients.

**JOB TITLE:** ORDERLY, HOSPITAL **D.O.T.** 355.878

## THINGS TO THINK ABOUT

### Job Characteristics

Job opportunities exist in areas where there are hospitals and nursing homes.
Personal satisfaction in helping others
Sometimes rather low paying
Working conditions vary

Job benefits will vary with the employer.

### Advancement:

Supervisor

### Related occupations:

Psychiatric aide
Nurse's aide

## PREPARATION AND TRAINING

High school graduation is helpful but not necessary except for advancement. Volunteer work and experience as a nurse's aide are helpful preparation.

Programs in health careers are available at the NH Vo-Tech Colleges at Berlin, Claremont and Portsmouth and at the NH Technical Institute in Concord. Most hospitals offer courses of instruction in the medical field.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $95 |

## WHERE TO GET MORE INFORMATION

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8/76

# NewHampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

PACKAGER, HAND

**D.O.T.**

920.887

This position is an unskilled job which may lead to more varied opportunities. The hand packager packs a product in shipping containers to be sent to customers.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Work well with your hands
Stand or sit for long periods of time
Handle mechanical and hand equipment
Follow verbal and written instructions

### You should prefer to:

Work closely with co-workers
Work with little supervision

### You should know that:

This is a routine job in which shipping schedules must be met.
You will be responsible for how much work you do and how well it is done.

## ON THE JOB

The hand packager receives the product which is to be shipped to customers. It is the packager's duty to pack the product in shipping crates, cartons or envelopes. Labels may be provided for some products. In other cases, packages will be stenciled or addressed in some other manner. It may also be necessary to weigh, count and separate the packages prior to shipping. Tee number and variety of duties will depend on how many other packers there are, the size and nature of the company and the type of product produced.

**JOB TITLE:** PACKAGER, HAND

**D.O.T.** 920.887

## THINGS TO THINK ABOUT

### Job Characteristics

Casual environment working with others
Routine duties
Deadlines to meet and pressure from supervisors
Opportunities for packagers to learn about the product

Job benefits will vary with the employer.

### Advancement:

Assistant supervisor
Supervisor

### Related occupations:

Shipping and receiving clerk
Messenger
Postal machine operator
General office helper

## PREPARATION AND TRAINING

As in many other jobs, a high school diploma will be helpful for promotions although it may not be required for initial hiring. High school business courses are good preparation.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $98 |

## WHERE TO GET MORE INFORMATION

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8/76

# New Hampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

PAINTER

Painters prepare and paint the surfaces of buildings both inside and outside with paint, stain or varnish.

**D.O.T.**

840.781

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Be in good physical condition
Stand, bend and climb for long hours
Develop good color sense
Arrange the work schedule to accomplish both inside and outside painting.

### You should prefer to:

Work either indoors or outdoors
Please your customers

### You should know that:

A painter may be employed all year. They work inside in bad weather and outside in good weather.

## ON THE JOB

Painters must prepare the surface to be painted by removing old paint, dust and grease before the application of new materials. This is an extremely important process if the finished job is to be done correctly. New surfaces must be primed to provide a suitable base for the application of the finish coat.

Some painters work at paper hanging during the winter months. Paper hanging is a separate skill.

**JOB TITLE:** PAINTER **D.O.T.** 840.781

## THINGS TO THINK ABOUT

### Job Characteristics

Job opportunities are good
Develops the muscles of the arms and legs
Work on ladders and scaffolding
Must not be allergic to the fumes of paint and varnish
Job benefits will vary with the employer.

### Advancement:

Most painting firms in NH are small so promotion is limited. Skilled workers may start their own business.

### Related occupations:

Paper hanger
Plasterer
Roofer

## PREPARATION AND TRAINING

Most building and painting authorities recommend that painters begin as apprentices. Most painters learn the trade by helping experienced painters and observing what is done on the job. A high school diploma is usually not required.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $108 |

## WHERE TO GET MORE INFORMATION

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8/76

JOB TITLE:

D.O.T.

PAINTER, SPRAY

741.884

A spray painter sprays the surfaces of machines, manufactured products or the work area with protective or decorative materials such as enamel, paint or laquer.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Plan your work on a daily as well as job basis
Estimate the cost of a job
Use a spray gun to apply paint, enamel or laquer, etc.

### You should prefer to:

Work by yourself without direction from a supervisor
Accept total responsibility for a job
Be neat and orderly

### You should know that:

You must complete either an apprenticeship or an on the job training program.
This may be seasonal work.

## ON THE JOB

The spray painter must prepare the surface by removing old paint and grease. New surfaces must be primed with a coat of sealer to provide a suitable base. The painter must be skilled at handling brushes and other painting tools in order to apply the paint thoroughly, uniformly and rapidly. They must be able to mix paints, match colors and have a knowledge of color harmony. They must also know the kinds of paints to be used on different surfaces. They must also be able to assemble scaffolding for jobs which require this type equipment. Occassionally, they must work in cramped quarters.

**JOB TITLE:** PAINTER, SPRAY

**D.O.T.** 741.884

## THINGS TO THINK ABOUT

### Job Characteristics

Steady hands
Ability to distinguish colors
Stand in one place for long periods of time
Not allergic to fumes from paint and similar materials
Tolerant of paint fumes

### Advancement:

Few opportunities for advancement
Inspectors or supervisors
Self employed

### Related occupations:

Booth operator
Bulb carbonizer
Ceramic sprayer
Flower painter

## PREPARATION AND TRAINING

There are no special educational requirements for spray painters. However, you may prepare yourself for such a job by securing part time or summer jobs in factories which employ spray painters. High school students are encouraged to take industrial arts courses. On the job training is the typical means of preparation.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $114 |

## WHERE TO GET MORE INFORMATION

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8/76

# New Hampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

PAPER HANGER

Paper hangers prepare the surface to be covered, cut the paper and hang it.

**D.O.T.**

841.781

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Move pieces of furniture
Bend, stoop and climb ladders
Be precise and have good color sense
Do simple arithmetic
Work with your arms raised over your head

**You should prefer to:**

Work indoors
Please your customers

**You should know that:**

Many paper hangers go into business for themselves.
There is not much of an equipment investment.

## ON THE JOB

Paper hangers first prepare the surface for papering. In renovations, this requires the removal of old paper and sometimes minor plaster patching. On new walls, the paper hanger must prepare the walls by applying sizing to make the paper stick to the walls. Care must be taken to use the correct amount of paste. Air bubbles must be removed by smoothing the paper. The finished effect of the paper must be pleasing to the eye with all patterns matched.

**JOB TITLE:** PAPER HANGER **D.O.T.** 841.781

## THINGS TO THINK ABOUT

### Job Characteristics

Working conditions are generally pleasant
Much repeat business over the years
Creative talents can be used
Meet a variety of people
Work is always indoors

### Advancement:

Limited in NH since most firms are small
Many paper hangers are in business for themselves.

### Related occupations:

Painter
Plasterer
Roofer

## PREPARATION AND TRAINING

Paper hangers generally learn the trade through on the job training. They usually begin as a helper. A knowledge of simple arithmetic and measuring is necessary. Most paper hangers work for building or paper contractors. Many eventually go into business for themselves. Self employed paper hangers generally work by contract rather than receiving hourly wages. Many paper hangers are also painters and carpenters.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $114 |

## WHERE TO GET MORE INFORMATION

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8/76

# New Hampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

PAPER INDUSTRY

**D.O.T.**

Various

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

See and hear well
Bend, climb and lift heavy objects
Use hand and power tools
Drive a truck and perhaps operate heavy equipment

### You should prefer to:

Work indoors or outdoors
Work with machinery

### You should know that:

Jobs in the paper industry are usually located near a timber source.
There are a variety of jobs available.

## ON THE JOB

Training for workers in the paper and allied products industry ranges from a few days to years. Many jobs can be learned in a few days of on the job training. Others require years of specialized training. Paper companies usually hire inexperienced workers for processing and maintenance jobs. Production workers usually start as laborers and advance to more skilled jobs. Maintenance jobs are generally filled by men trained in the plant.

Most companies in the industry do not have formal apprenticeship programs to meet the needs of their own maintenance shops. In recent years, however, some larger firms have started three to five year apprenticeship programs.

**JOB TITLE:** PAPER INDUSTRY

**D.O.T.** Various

## THINGS TO THINK ABOUT

### Job Characteristics

Many jobs are outdoors in a healthy atmosphere
Chance of injury working with machinery
Some workroom jobs may be noisy and hot

Job benefits will vary with the employer.

### Advancement:

Depends on your a bition and the direction in which you are interested in going

### Related occupations:

This industry has such a variety of jobs that related occupations can be found in many other industries.

## PREPARATION AND TRAINING

A high school diploma is often not required to ent r laboring jobs. If you intend to specialize, high schoolshop courses and a diploma will be very helpful.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $134 |

## WHERE TO GET MORE INFORMATION

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8/76

# New Hampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

PAPER REEL OPERATOR

A paper reel operator runs an adjustable reel which winds twisted paper cord or paper from rolls onto the reel and then cuts it to length.

**D.O.T.**

640.885

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Lift and carry 50 lbs.
Work well with your hands
Follow instructions
Be alert

### You should prefer to:

Work indoors
Work with tools and machinery

### You should know that:

You may be required to join a union.
You must be at least 18.

## ON THE JOB

The paper reel operator runs a machine which winds paper or paper cord onto an adjustable reel so that it can be cut to specific lengths. The reel operator fastens the roll of material to be cut onto the shaft supports, adjusts the reel to wind a certain amount of paper and fastens the paper to the reel. The operator starts the machine allowing it to wind the specified number of turns. After stopping the machine, the paper or cord is cut, removed and placed on a hand truck or tied into bundles.

**JOB TITLE:** PAPER REEL OPERATOR **D.O.T.** 640.885

## THINGS TO THINK ABOUT

### Job Characteristics

Not too strenuous work
Must take care when working with machinery
May have to work a rotating shift
May be exposed to unpleasant chemical odors

Job benefits will vary with the employer.

### Advancement:

Based on seniority and performance
Supervisor

### Related occupations:

Any machine operating and tending work in a mill

## PREPARATION AND TRAINING

On the job training will be given by the company. High school graduates are preferred. Courses in shop and general math are helpful.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $114 |

## WHERE TO GET MORE INFORMATION

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JOB TITLE:

PARK RANGER AND ASSISTANT

Park rangers and their assistants tend public parks and assist park visitors.

D.O.T.

407.887

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Live and work in relative isolation
Perform strenous physical work
Work well with people
Pass a civil service exam

### You should prefer to:

Work outdoors in park or foreat lands
Handle large numbers of public visitors at times
Feel that you are protecting the environment

### You should know that:

As a beginner, you will perform routine tasks.
You must possess a valid driver's license.

## ON THE JOB

Park rangers are concerned with conservation of public lands and their use for public recreation. Assignments depend on the park unit in which they work. During good weather months, they are busy taking care of visitors, collecting fees and giving information about the park and its rules. They may be asked to give lectures and take visitors on hikes. They are expected to assume leadership during emergencies.

In the "off season" rangers plan further development of the park, oversee construction of new facilities and reseach plants, animals and geology of the area. During all seasons, the rangers patrol the park to maintain law and order. They also have some office work.

**JOB TITLE:** PARK RANGER AND ASSISTANT **D.O.T.** 407.887

## THINGS TO THINK ABOUT

### Job Characteristics

You will work outdoors in all types of weather.
The hours of work may be varied.

Job benefits will vary with the employer.

### Advancement:

Forest ranger
Park suprrvisor

### Related occupations:

Guide
Playground supervisor
Fire fighter

## PREPARATION AND TRAINING

A park ranger or assistant may qualify with a high school education or its equivalent. Experience in grounds maintenance and contact with people is good experience to qualify for this job. There are training programs available as further preparation.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $130 |

## WHERE TO GET MORE INFORMATION

SEE YOUR SCHOOL COUNSELOR
OCCUPATIONAL OUTLOOK HANDBOOK

THE DEPARTMENT OF EMPLOYMENT SECURITY OFFICE NEAREST YOU.

Front of this book (Other sources of information).

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8/76

# New Hampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

PATTERN MAKER

**D.O.T.**

781.381

Many industries employ pattern makers. Their job is to produce models or samples working from the original design.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Understand blueprints and have mathematical ability
Work well with your hands
Have good eyesight
Follow instructions precisely
Do drafting

### You should prefer to:

Work inside
Do work which requires some artistic talent and imagination

### You should know that:

This job requires patience, precision and sense of design.

## ON THE JOB

A pattern maker's job varies according to the industry in which they work. The pattern maker receives a product design which must be constructed from the specifications. They compute the dimensions and plan the sequence of operations necessary for the manufacture of the desired product. Depending on the type product, the pattern maker may use hand and power tools in the process. After the product model is completed, it is checked to make sure that it meets all specifications.

**JOB TITLE:** PATTERN MAKER

**D.O.T.** 781.381

## THINGS TO THINK ABOUT

### Job Characteristics

Interesting and varied work
Demands many skills and specialized knowledge of the industry

Job benefits will vary with the employer.

### Advancement:

From apprentice to junior and senior pattern maker
Supervisor
Instructor

### Related occupations:

Assistant engineer
Specialized product designer

## PREPARATION AND TRAINING

A high school diploma is necessary to enter this professoon. Some industries train their own pattern makers. Courses in mechanical drawing and drafting at Vo-Tech Colleges are good preparation. Skill is needed to operate power and hand tools and machinery.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $121 |

## WHERE TO GET MORE INFORMATION

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8/76

# New Hampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

PATTERN MAKER - METAL BENCH

A metal bench pattern maker makes castings and parts for metal foundry patterns.

**D.O.T.**

693.281

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Do precision work with your hands
Have good eyesight
Work with a variety of hand and power tools
Understand blueprints and have good training in math

### You should prefer to:

Work inside
Work with machines
Do precise, detailed work

### You should know that:

You may be requested to join a union.
A long training period is necessary.

## ON THE JOB

A pattern maker in the metal foundry makes castings and parts with the use of power and hand tools. They look over specifications and blueprints and then apply pattern making methods to assemble and finish the indicated pattern. They compute the dimensions and plan the pattern necessary for the manufacture of the desired product. They use such toolsas files, scrapers, powered grinders and drill presses. They check the pattern with various measuring instruments to make sure it meets specifications. They may use welding equipment in assembling the pattern.

**JOB TITLE:** PATTERN MAKER - METAL BENCH

**D.O.T.** 693.281

## THINGS TO THINK ABOUT

### Job Characteristics

May work under noisy conditions
Knowledge of the use of a variety of tools and machinery
Steady work

Job benefits will vary with the employer.

### Advancement:

Supervisor
Specialized product designer

### Related occupations:

Pattern maker in other industries
Pattern repairer

## PREPARATION AND TRAINING

Pattern makers usually go through a period of on the job training. High school courses in drafting, metal and woodworking shop will give you a chance to learn what is involved in this type job as well as whether you might enjoy it as an occupation. Courses are also available at the NH Vo-Tech Colleges.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $121 |

## WHERE TO GET MORE INFORMATION

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**NewHampshire VIEW**
Vital Information for Education and Work

**JOB TITLE:**

PATTERN MAKER - PLASTICS

The pattern maker drafts specifications, plans the layout for production and is a trouble shooter during production.

**D.O.T.**
754.381

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Be creative
Be accurate in math
Be familiar with many materials and their characteristics under various conditions of stress and strain

**You should prefer to:**

Work on precise, detailed processes
Experiment, create and follow through to the finished product
Try new ideas

**You should know that:**

The buyer's specifications must be very carefully matched to avoid rejects.
Drafting and blueprint work is involved.

## ON THE JOB

The plastics pattern maker works at creating, designing and producing several models of a plastic item for a particular function by itself or as part of a multi-piece item. When the item is approved for mass production, the pattern maker makes a refined design from which molds, dies, jigs, cutters, boring and threading machines and finishers are made. The pattern maker may be involved in all or part of the above operations.

**JOB TITLE:** PATTERN MAKER - PLASTICS **D.O.T.** 754.381

## THINGS TO THINK ABOUT

### Job Characteristics

Working with plastics
Working on designs
Work will vary depending on the product and operation

Job benefits will vary with the employer.

### Advancement:

Designer
Supervisor
Consultant

### Related occupations:

Engineering
Any manufacturing process

## PREPARATION AND TRAINING

A high school diploma with some engineering training in chemicals and plastics is necessary. NH Vo-Tech Colleges offer training in this field.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $124 |

## WHERE TO GET MORE INFORMATION

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8/76

NewHampshire VIEW
Vital Information for Education and Work

**JOB TITLE:**

**D.O.T.**

# PEACE CORPS VOLUNTEERS

Peace Corps volunteers assist people in underdeveloped countries in the skills used in health, education, community planning and other fields required in the development of stable, modern societies.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Spend time away from home
Learn a foreign language
Live in the life style and at approximately the same level as the people in the country in which you serve

### You should prefer to:

Work in a field where you are aiding others
Travel out of the country
Use your skills to instruct others less qualified

### You should know that:

You must be a US citizen at least 18 years old.
You must pass a qualifying test and be screened for skill and character.

## ON THE JOB

All opportunities which exist for Peace Corps volunteers are located in more than 50 countries in Asia, Africa and Latin America. Prospects for continuing opportunities appear excellent. There is generally wide acceptance of the program.

Peace Corps work is very challenging and rewarding. However, it requires physical stamina and emotional stability to cope with problems which may be encountered.

**JOB TITLE:** PEACE CORPS VOLUNTEERS **D.O.T.**

## THINGS TO THINK ABOUT

### Job Characteristics

The jobs needed are too varied to list. Among those open are: physical education, health, arts and crafts, nursing, agriculture and rural and urban community development.

You may work regular or irregular hours depending on the requirements of your project.

### Advancement:

Limited opportunity within the Peace Corps

### Related occupations:

Any instruction job in your field

## PREPARATION AND TRAINING

There is no minimum educational requirement. Demonstration of maturity is essential. All volunteers receive several months of intensive academic and skill training. It is recommended that applicants finish high school. Interests, hobbies, skills are matched with project demands and requirements as part of the selecting process.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|

Contact Civil Service concerning this.

## WHERE TO GET MORE INFORMATION

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8/76

**JOB TITLE:**

PERFORATOR TYPIST

A perforator typist uses a special typewriter to type information in the form of perforations onto tape or paper.

**D.O.T.**

203.588

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Type very accurately
Sit for long periods of time
Use proper English, spelling and punctuation
Work quickly

**You should prefer to:**

Type

**You should know that:**

Perforator typists are employed in the publishing business. They often work for newspapers where rush material must be handled quickly.

## ON THE JOB

A perforator typist types letters, reports and other material on a typewriter which turns out perforated tape. Errors are corrected by pasting gummed paper over the holes. The company may keep a file of the perforated tapes.

**JOB TITLE:** PERFORATOR TYPIST

**D.O.T.** 203.588

## THINGS TO THINK ABOUT

### Job Characteristics

Clean working conditions
May be exposed to noises from other machines
Repetitive work
May work under pressure

Job benefits will vary with the employer.

### Advancement:

Telegraphic typewriter operator
Wires transfer clerk

### Related occupations:

Other typing and office jobs

## PREPARATION AND TRAINING

On the job training is given. A high school diploma is necessary. Courses in high school which will help perpare you for this job are English, typing and office skills.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $108 |

## WHERE TO GET MORE INFORMATION

SEE YOUR SCHOOL COUNSELOR
OCCUPATIONAL OUTLOOK HANDBOOK

THE DEPARTMENT OF EMPLOYMENT SECURITY OFFICE NEAREST YOU.

Front of this book (Other sources of information).

# New Hampshire VIEW

Vital Information for Education and Work

JOB TITLE:

D.O.T.

074.387

## PHARMACY HELPER

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Be on your feet much of the time
Work well with your hands
Lift heavy packages
Handle bottles of chemicals and medicine carefully
Follow directions exactly

### You should prefer to:

Work in the medical field
Work inside

### You should know that:

High school students are sometimes hired for part-time work

## ON THE JOB

Pharmacy helpers wash glassware and cleans equipment. They may package drugs and deliver them to nursing stations in the hospital. They may also help keep supplies in stock, receive and process new supplies and record the expiration date of all products. They will use specialized pharmacy equipment such as a label printing machine and an automatic tablet counter.

**JOB TITLE:** PHARMACY HELPER

**D.O.T.**

074.387

## THINGS TO THINK ABOUT

### Job Characteristics

Good working conditions
Exposure to chemicals and odors
Possibility of night work

### Advancement:

Pharmacy technician

### Related occupations:

Nurse's aide
Pharmacy technician
Laboratory helper

## PREPARATION AND TRAINING

A high school diploma is usually required. Courses in mathematics and chemistry are useful in this work.

Working with a pharmacist, the beginning helper may become interested in becoming a pharmacist. Most hospitals offer courses of instruction which consiitute on-the-job training.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $101 |

## WHERE TO GET MORE INFORMATION

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**JOB TITLE:**

PHOTO FINISHER

**D.O.T.**

976.886

A photo finisher completes the processing procedure of a photograph. They are usually responsible for drying and sometimes mounting the finished photo.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Work quickly and well with your hands
Have good vision
May be required to do simple math calculations
Operate some equipment such as paper cutter, print dryer, mounting press, etc.

### You should prefer to:

Work inside
Work with your hands

### You should know that:

This job provides a good opportunity for someone interested in photography to familiarize themselves with some photography techniques and skills.

## ON THE JOB

A photo finisher takes photos which have gone through the printing and processing steps and puts them in a finished state. They run the wet prints through a print drying machine. After the prints have been dried and flattened, they may trim the edges with a paper cutter. Sometimes prints must be mounted in a frame or backing. This is done with cement or dry mounting tissue and a hand operated press. A photo finisher may fill customer order envelopes with the finished prints and negatives. They may compute the price of the order and mark it on the order.

**JOB TITLE:** PHOTO FINISHER **D.O.T.** 976.886

## THINGS TO THINK ABOUT

### Job Characteristics

Good working conditions
May be exposed to some chemical odors during processing
Interesting work
Not very strenuous work
May be busy at times with rush orders

### Advancement:

Photo processor, printer, developer
Self employed

### Related occupations:

Other photo processing jobs

## PREPARATION AND TRAINING

A high school diploma is usually required for this job. On the job training is given. High school courses in math, physics and chemistry are good preparation.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $108 |

## WHERE TO GET MORE INFORMATION

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JOB TITLE:

D.O.T.

PHYSICAL THERAPY ATTENDANT

The physical therapy attendant prepares patients for treatment and assists with the treatments.

355.878

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Pass a health examination
Work with tour hands and see and hear well
Stand and walk most of the day
Accept resopnsibility and have good judgement

### You should prefer to:

Help others
Obey instructions
Use patience and tact

### You should know that:

You will be required to pass a performance and/or other examinations to be professionally licessed.

## ON THE JOB

Physical therapy attendants prepare a variety of equipment and apparatus for use. They assist patients in walking and exercising with various aids. They may be asked to change linen and distribute it as necessary. They check, reorder and receive housekeeping supplies.

Attendants perform clerical duties. They prepare new cards for patients, answer phone calls and take and deliver messages. They may also maintain department equipment and supplies in a clean, orderly condition following the practices established by the employer. They perform other duties as directed. It is important to know when to ask for help.

**JOB TITLE:** PHYSICAL THERAPY ATTENDANT **D.O.T.** 355.878

## THINGS TO THINK ABOUT

### Job Characteristics

Work in clean, warm surroundings
Work with professional people
Openings exist only where there are health facilities
Must be physically strong since the work is strenuous at times

Job benefits will vary with the employer.

### Advancement:

There is no formal pattern for advancement. It will depend on the attendant's aptitude and the size of the therapy unit.

### Related occupations:

Occupational therapy assistant
Occupational therapy attendant
Nurse's aide

## PREPARATION AND TRAINING

Some hospitals will hire attendants without a high school diploma. However, it is necessary for advancement. As in most jobs, the more education an employee has, the better chance they have for promotion.

Programs in health careers are available at the Vo-Tech Colleges at Berlin, Claremont, Portsmouth and the Technical Institute in Concord.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $110 |

## WHERE TO GET MORE INFORMATION

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NewHampshire VIEW
Vital Information for Education and Work

JOB TITLE:

PLASTERER, CONSTRUCTION

D.O.T.

842.781

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Bend, stoop and stretch
Be on your feet all day
Lift heavy loads and equipment
Work carefully according to instructions
Learn to use plastering materials and tools

### You should prefer to:

Work carefully according to instructions
Do physical labor

### You should know that:

You may be required to join a union
Learning about materials and skills will be a necessity

## ON THE JOB

A plasterer applies plaster, plaster cement, and stucco to both interior and exterior walls and ceilings. The job may also involve forming and casting ornamental designs in plaster. In interior plastering, there are three different types of coats of plaster which must be applied. Each coat requires different skills and the use of many different tools. Special knowledge will be required injobs where ornamental work is to be done. Plasterers doing decorative work such as cornices or paneling must be able to read blueprints and technical instructions from the designer or architect. A plasterer may work for a contracting company in which case they will be assigned jobs, or they work independently for themselves.

**JOB TITLE:** PLASTERER, CONSTRUCTION

**D.O.T.** 842.781

## THINGS TO THINK ABOUT

### Job Characteristics

Good physical exercise
Freedom of making own schedule if self employed
The work will vary with each job
Job locations will vary, may mean travel
Exposure to dust, working in partly completed buildings
Job benefits will vary with the employer

### Advancement:

Supervisor
Estimator for a plastering contractor
Owner of a plastering business

### Related occupations:

Other skilled construction occupations

## PREPARATION AND TRAINING

High school graduation is not required. The skills needed will be learned on the job. Many plasterers enter the profession from other jobs in the building constuction industry.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $111 |

## WHERE TO GET MORE INFORMATION

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# New Hampshire VIEW
Vital Information for Education and Work

JOB TITLE: PLATE FINISHER (PRINTING)

D.O.T. 659.380

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Do very fine and delicate work
Use several machines of special nature which require very good eyes and steady hands

### You should prefer to:

Work indoors
Work in a printing or publishing field
Do several types of work such as setting up and preparing plates for jobs

### You should know that:

The printing field is growing

## ON THE JOB

Plate finishers prepare layout and design and does art work in varying degrees. The layout is proofread to check for spelling, layout, structure, type size and spacing.

They must set type and prepare the photographic work for plate making. In this operation, chemicals will be used for etching plates, metal cutting and engraving tools are also used. Plates are installed in settings of rubber, wood or magnesium.

The plate finisher operates proof machines and printing machines after fitting the plates into position to make the proofs on trial runs. If necessary, adjustments will have to be made.

**JOB TITLE:** PLATE FINISHER (PRINTING)

**D.O.T.**

659.380

## THINGS TO THINK ABOUT

**Job Characteristics**

The use of microscope to detect flaws in halftone dots and lines
Operating metal cutting tools
Mounting finished plates on wood or metal blocks,using hammer and nails thermoplastic adhesive and heat press

Job benefits will vary with the employer

**Advancement:**

Photo engraver
Plate former

**Related occupations:**

Offset set-up operator
Composer
Artist

## PREPARATION AND TRAINING

Vocational courses in printing in high school. Technical school training in photo/engraving is available. On-the-job training is sometimes available if you are fortunate. Attending workshops and seminars put on by suppliers will provide a good background.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $117 |

## WHERE TO GET MORE INFORMATION

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# New Hampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

PLUMBER/PIPEFITTER HELPER

Plumbers and pipefitters install pipe systems that carry water, steam, air or other liquids or gases. They also do repair work.

**D.O.T.**

862.884
862.381

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Understand many different and complex systems of piping
Read blueprints
Handle many different kinds of tools and materials
Work in cramped positions

**You should prefer to:**

Do physical labor
Work indoors and outdoors

**You should know that:**

You may be requested to join the union.
A master plumber's license is required for advancement in some areas.

## ON THE JOB

Plumbers and pipefitters install, alter and do repair work on many different types of pipe systems. They may also install plumbing fixtures, appliances and heating and refrigeration units. They may specialize in one type of pipe system or be a generalist.

With specialized knowledge and skills, they may install ammonia carrying pipelines for refrigeration systems or the complex pipe systems for oil refineries, food processing plants or fire control sprinkler systems.

**JOB TITLE:** PLUMBER/PIPEFITTER HELPER

**D.O.T.** 862.884
862.381

## THINGS TO THINK ABOUT

### Job Characteristics

Variety in work
Demand for good plumbers and pipefitters
Jobs in different places so it may require travel

Job benefits will vary with the employer.

### Advancement:

Supervisor
Self employed

### Related occupations:

City gas or sewer department worker

## PREPARATION AND TRAINING

The best type of training is a four year formal apprenticeship with a master plumber or pipefitter. This program may involve some classroom instruction. A signed agreement is sometimes necessary. Plumbing skills may also be learned through informal training with a skilled plumber. High school graduates are preferred.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $111 |

## WHERE TO GET MORE INFORMATION

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New Hampshire VIEW
Vital Information for Education and Work

**JOB TITLE:**

POLICE OFFICER

The police perform many duties associated with law enforcement and the protection of citizens.

**D.O.T.**

375.268

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Pass a physical examination
Be courteous and firm
Make decisions quickly
Be able to command respect

### You should prefer to:

Work with all kinds of people
Have an active, interesting career

### You should know that:

You must be a US citizen.
You must complete high school.

## ON THE JOB

A police officer is enforcing law and order whether directing traffic or making an arrest. Their job is to prevent criminal activities, investigate crimes and apprehend and assist in the prosecution of offenders. A police officer in a small community or city may direct traffic, investigate housebreaks, give first aid to accident victims, help in emergency situations such as fire or automobile accidents and investigate complaint calls. On a police force in a large city, a police officer may be assigned to specialized kinds of duties such as detective work, traffic control, fingerprint and firearms identification or rescue work. Police officers may be assigned to patrol cars, or "beats" in metropolitan areas. These may be covered on foot or in a patrol car.

**JOB TITLE:** POLICE OFFICER

**D.O.T.** 375.268

## THINGS TO THINK ABOUT

### Job Characteristics

An opportunity to be of service to your community
A job which should command respect
A high risk occupation
May work outside in all weather
On call when off duty

### Advancement:

Higher rank
Supervisory or administrative position

### Related occupations:

Detective
Security officer

## PREPARATION AND TRAINING

High school graduation is usually required. Police officer candidates must successfully complete training at a police academy. There is also a probationary period. This is equivalent to on the job training since the rookie works under the direct supervision of a senior officar.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $147 |

## WHERE TO GET MORE INFORMATION

SEE YOUR SCHOOL COUNSELOR
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$147

# NewHampshire VIEW

Vital Information for Education and Work

JOB TITLE:

**PORTER, (ANY INDUSTRY)**

A porter cleans work areas in industrial establishment, offices and apartments.

D.O.T.

381.887

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Be on your feet for long periods of time
Use different kinds of hand and power cleaning equipment
Be orderly and thorough in your work

### You should prefer to:

Work inside
Do cleaning

### You should know that:

You may be required to work at night on some jobs

## ON THE JOB

Porters do a variety of cleaning tasks. They keep floors clean by sweeping and mopping them. Their duties include keeping the machines and the area around them neat and clean. They use a hand broom, vacuum cleaner and floor polisher. They are required to wash windows, walls and surfaces in order to keep them free from dust and dirt. They may arrange and keep in good order various materials and equipment.

**JOB TITLE:** PORTER ( ANY INDUSTRY)

**D.O.T.** 381.887

## THINGS TO THINK ABOUT

### Job Characteristics

Usually good working conditions
Work may be hard on your hands

Job benefits will vary with the employer.

### Advancement:

Supervisor of porters
Could start your own cleaning service

### Related occupations:

Janitor/custodian
Any cleaning work - floor polisher, window washer

## PREPARATION AND TRAINING

An eighth grade education is required for this job. Training is given on the job.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $91 |

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JOB TITLE:

D.O.T.

POWER HOUSE REPAIRER (LIGHT, HEAT, POWER)

A power-house repairer does work on mechanical equipment and mechanical parts of electrical machinery.

631.884

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Work well with your hands
See and hear well
Be on your feet most of the time
Make precise adjustments on equipment
Read and follow exact instructions

**You should prefer to:**

Work with mechanical equipment
Work inside and out

**You should know that:**

Mechanical ability is helpful
During emergencies or special breakdowns of equipment, you may have to work overtime
Safety is very important

## ON THE JOB

Power house repairers installs, adjusts, and repairs mechanical equipment and mechanical parts of electric machinery in electric generating stations. They dismantle and overhaul equipment. Pumps, compressors, and pipe systems are examples of equipment serviced in this work. They may install wiring between machinery, switchboards and control panels. A power-house repairer may assist the power-house electrician on some jobs.

**JOB TITLE:** POWER HOUSE REPAIRER (HEAT LIGHT, POWER)

**D.O.T.**

631.884

## THINGS TO THINK ABOUT

### Job Characteristics

Steady work
Usually not heavy labor
May have to work long hours in case of breakdown
Working with electricity can be dangerous

Job benefits will vary with the employer

### Advancement:

Power house electrician
Substation electrician

### Related occupations:

Electrician
Electrical applicance repairer
Substation electrician
Power-house electrician

## PREPARATION AND TRAINING

High school shop, (especially electrical shop) mechanical drawing, blueprint reading, and mathematics courses will help you learn whether you would like working with electrical equipment.

Courses in the electrical field are given at the New Hampshire Vocational-Technical Colleges at Berlin, Manchester, Portsmouth, Claremont, Nashua and Laconia.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $117 |

## WHERE TO GET MORE INFORMATION

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8/76

# New Hampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

POWER SHEAR OPERATOR

A power shear operator sets up and runs a power shear machine which cuts metal or plastic objects.

**D.O.T.**

615.782

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Lift heavy weights
Use hands well
Make precise measurements using a rule and square, compass or guage

### You should prefer to:

Operate heavy machinery
Work inside

### You should know that:

You may be responsible for inspecting finished products for accuracy.
You may be required to join a union.

## ON THE JOB

Power shear operators set up and run a power shear machine. This machine cuts metal according to the dimensions and angles which the opeaator has set the machine. They lift either by hand or hoist, the metal pieces to be cut and place them on the machine bed. After the metal is clamped in place, the blade is positioned and the piece is cut to the specified measurements. A power shear operator may work in a machine shop or an auto body shop. Auto body manufacturers hire power shear cutters to work on the auto frame production line and other manufauturing operations.

**JOB TITLE:** POWER SHEAR OPERATOR

**D.O.T.** 615.782

## THINGS TO THINK ABOUT

### Job Characteristics

Indoor work
Steady work
Noisy work area
Heavy work often involved

Job benefits will vary with the employer.

### Advancement:

Supervisor
Setter

### Related occupations:

Drill press operator
Punch press operator

## PREPARATION AND TRAINING

High school courses in machine shop, mechanical drawing and blueprint reading are helpful. The NH Vo-Tech Colleges offer courses in machine tool processes at Berlin, Laconia, Manchester, Nashua and Portsmouth.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $111 |

## WHERE TO GET MORE INFORMATION

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**JOB TITLE:**

PRESSER, MACHINE

The presser works in a drycleaning or laundry plant pressing clothing.

**D.O.T.**

363.782

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Have good eye, hand and foot co-ordination
Recognize different types of fabrics
Adjust to doing repetitive work

### You should prefer to:

Take pride in your work
Stand while working

### You should know that:

This is often hot, steamy work.
There is little danger or risk involved.

## ON THE JOB

A machine presser may work in either a laundry or dry cleaning plant. The work is similar in both jobs. The job involves taking clothes off a conveyer, pressing them with an automatic presser and hanging them back on the conveyer. Although steam is used in pressing, most plants are well ventilated and are clean and pleasant places to work.

**JOB TITLE:** PRESSER, MACHINE **D.O.T.** 363.782

## THINGS TO THINK ABOUT

### Job Characteristics

Good working conditions
Skills nedded for this job can be learned in a few days
Must have food co-ordination

Job benefits will vary with the employer.

### Advancement:

Specialization in spot removal and processing fabrics
Manager

### Related occupations:

Cleaner
Finisher

## PREPARATION AND TRAINING

All places of employment prefer to train their own employees. Any education you get will be helpful to you for advancement. Successful workers may attend training institutes sponsored by the National Institute of Dry Cleaning in Silver Spring, Md.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $98 |

## WHERE TO GET MORE INFORMATION

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NewHampshire VIEW
Vital Information for Education and Work

**JOB TITLE:**

**D.O.T.**

## PRINTING PRESS OPERATOR

651.782;885
886

A printer is concerned with operations and activities in the pressroom. Work depends on the size of the plant, and the type of press(es) used.

### DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

### TO GET THE JOB

**You should be able to:**

Stand and walk for long periods of time
Reach and lift heavy items
Clearly recognize colors and flaws
Understand, read, and write English well
Work with machinery

**You should prefer to:**

Follow routines and instructions
Work in busy and noisy areas

**You should know that:**

You may be asked to join a union
Some emoloyers ask applicants to take aptitude tests

### ON THE JOB

The duties of a printing press operator include: setting type to insure a clear uniform impression on the final printed page; tending the press (flow of the paper and ink); oiling, cleaning and repairing the press(es), and maintaining an orderly work area. Some of the work may involve graphic arts which includes engraving graphs and diagrams.

Press helpers tend automatic paper feeding machines or a hand paper press machine. They may be asked to address, bundle, and tie finished copy for the customer.

Printing is a most important profession. There are many different jobs within this field.

**JOB TITLE:** PRINTING PRESS OPERATOR

**D.O.T.** 651.782;885.886

## THINGS TO THINK ABOUT

### Job Characteristics

Steady employment
Opportunity for overtime pay
Usually good salary
Variety of jobs
May be asked to work night shifts
New machinery has eliminated some jobs

### Advancement:

Will depend on the employer, the size of the operation will control the number of learning experiences open to you.

### Related occupations:

Copy person, colorer
Bookbinder
Mailer
Stitching machine feeder
Case-making machine operator

## PREPARATION AND TRAINING

A high school diploma is usually required. Some workers have been able to learn the skills of the trade while working as helpers or press assistants.

Printing and graphic arts courses are offered at NH Vocational-Technical College at Laconia.

Apprenticeship program are available. Length of apprenticeship depends on the equipment and type of establishment.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $111 |

## WHERE TO GET MORE INFORMATION

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# New Hampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

PRINTING SHOP SUPERVISOR

The printing shop supervisor takes care of the machines that do the printing.

**D.O.T.**

659.130

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Be in good physical condition
Put in extra time when necessary
Encourage workers when they are having difficulties
Be responsible and assume supervisory position

**You should prefer to:**

Be neat and organized
Be courteous

**You should know that:**

Printing is a very important industry throughout the world.

## ON THE JOB

A printing supervisor tends a machine that prints trademarks, advertisements and designs on parts of marking devices such as pens, mechanical pencils and felt tip markers. They place the parts such as casings and caps in a machine hopper and start the machine that prints the characters or designs. They must compare the printing with the specifications and place the printed items on drying racks. They may have to change the dies according to specifications and align the printing dies in the machine head.

**JOB TITLE:** PRINTING SHOP SUPERVISOR **D.O.T.** 659.130

## THINGS TO THINK ABOUT

### Job Characteristics

Work with machines
Technical knowledge of dies and the operation of the machine
Responsible for the smooth operation of the print shop

Job benefits will vary with the employer.

### Advancement:

Manager
Superintendent

### Related occupations:

Shop manager
Owner of a printing business

## PREPARATION AND TRAINING

A printing supervisor usually begins working part time in order to become acquainted with the job. This could be done while the person is still in high school. A high school diploma is required for this job. Itiis important to be well versed in English and math.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $153 |

## WHERE TO GET MORE INFORMATION

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# New Hampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

PRODUCTION MECHANIC

Production mechanics keep the machinery in a factory or shop in working order.

**D.O.T.**

620.281

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Work with a great variety of tools and machinery
Have good mechanical sense
Be strong and work well with your hands
Be efficient and responsible in your work

### You should prefer to:

Work inside
Work with a variety of tools and machinery

### You should know that:

You will probably be required to have some mechanical training or background.
You may be required to join a union.

## ON THE JOB

Production Mechanics are very important men in any industry. Whenever a machine is not functioning properly or breaks down, they are the first person called. They repair work and replace parts on all kinds of machinery. They must be able to use many kinds of tools and understand the principles of mechanics and apply them to this work. They are responsible for keeping machines lubricated and properly adjusted and in good working order so that production can continue without unnecessary interruptions.

This is considered a skilled trade.

**JOB TITLE:** PRODUCTION MECHANIC

**D.O.T.**
620.281

## THINGS TO THINK ABOUT

### Job Characteristics

Variety of responsibilities
Grease and grime
Work under many conditions

Job benefits will vary with the employer.

### Advancement:

Operations manager
Department supervisor
Production manager

### Related occupations:

Machine repair shop work
Maintenance and mechanical work of many kinds

## PREPARATION AND TRAINING

Some industries train good workers with ability in this field. Usually, courses in mechanics at the Vocational-Technical College level are required. Experience in mechanics of any kind is excellent preparation. High school shop courses are helpful. Some production mechanics begin as helpers.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $124 |

## WHERE TO GET MORE INFORMATION

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**JOB TITLE:**

PRODUCTION PLANNER

The job of the production planner is one of planning master schedules for jobs of a company.

**D.O.T.**

012.887

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Notice small details
Be well organized in making up schedules for a plant operation

### You should prefer to:

Work inside
Take responsibilities and be reliable

### You should know that:

You will need skills in blueprint reading and shop mathematics

## ON THE JOB

Production planners jobs include many duties. First they must plan and prepare schedules for the manufacture of the products of the company. With this schedule, they must establish times to meet shipping dates of the merchandise for the customers. They must be proficient in mathematics to perform the many calculations necessary. As well as the above duties, the production planner has to make sure that alterations occur if there is to be a delay in the production of the merchandise. They must correct these unforeseen conditions preferably before they happen. To perform the duties of the production planner you must be a responsible and reliable person.

**JOB TITLE:** PRODUCTION PLANNER

**D.O.T.**

012.887

## THINGS TO THINK ABOUT

### Job Characteristics

Working out production schedules
Expediting delivery of materials
Adjusting deliveries when necessary

Job benefits will vary with the employer.

### Advancement:

Supervisor
Management

### Related occupations:

Installation planner
Liaison planner

## PREPARATION AND TRAINING

The applicant should be a high school graduate. On the job training is available. Experience in blueprint reading and shop mathematics from high school courses is essential. Should have a business background mixed with academic training.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $163 |

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**JOB TITLE:**

**D.O.T.**

PROOFREADER

The proofreader reads typscript of proofs of type set up to detect errors.

209.688

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Spell and have a good vocabulary
Accept occasional criticism
Learn to quickly scan newsprint

### You should prefer to:

Work under pressure meeting deadlines
Concentrate and observe details with speed and accuracy
Read and enjoy it

### You should know that:

Good vision is essential
It is important to be skillful in grammar and punctuation
You will sit down a good deal of the time on the job

## ON THE JOB

There are two basic proof-reading techniques. One consists of the proofreader visually comparing the "proof" of the type set-up with the original copy. The other involves a team member, usually called a "copy holder," who reads the original so that the proofreader can check for error. Either way, the proofreader corrects the errors, marking them with a standardized code.

A good proofreader developes the knack of rapidly checking an article for various types of mistakes without having to take the time to fully understand its content. However, the "Head Proofreader" tries to mix up the routine and breaks the monotony by frequently alternating assignments from "straight copy" to advertising copy.

**JOB TITLE:** PROOFREADER

**D.O.T.** 209.688

## THINGS TO THINK ABOUT

### Job Characteristics

Quiet, well-lighted, clean surroundings
At times the copy holder reads aloud to the proofreader for error checking

Job benefits will vary with the employer

### Advancement:

Editor

### Related occupations:

Feature writer
Reporter, type setter, etc.

## PREPARATION AND TRAINING

On-the-job training includes learning a standard set of proof-reading marks which constitute a kind of shorthand to give instructions to the type setter.

High school courses in English and foreign languages can be useful. Typewriting skill is helpful. Technical courses could be helpful to a proofreader of technical publications.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $114 |

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**NewHampshire VIEW**
Vital Information for Education and Work

JOB TITLE: D.O.T.

PSYCHIATRIC AIDE 355.878

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Work with mentally and emotionally disturbed people
Be emotionally stable yourself and in good health
Keep all knowledge confidential
Work under pressure

### You should prefer to:

Look on the positive side of life
Work in a clinic or hospital environment
Be a member of a team effort

### You should know that:

Confidence in yourself is a must
Acceptance of the patient is important

## ON THE JOB

Psychiatric aides perform duties similar to those required of nurses' aides. They perform these duties in a mental health clinic or mental institution.

They assist the patient in many ways; answering bell calls, help with their clothing and being a good listener. The range of duties depends on the institution in which the work is being done.

If the psychiatric aides are highly trained, they may work directly with the psychiatrist by keeping confifential files, health records and reports done by various people who deal with the patient.

Records must be kept of all activities and experiences of the patient.

**JOB TITLE:** PSYCHIATRIC AIDE

**D.O.T.** 355.878

## THINGS TO THINK ABOUT

### Job Characteristics

Some disappointments also great rewards in success with patients
Working with patients sympathetically
Job can be trying at times and patience is needed
Irregular working hours

Job benefits will vary with the employer.

### Advancement:

Social worker
Worker in hospital or clinic

### Related occupations:

Social Worker
Nurse's aide

## PREPARATION AND TRAINING

A high school diploma with courses in social studies and science courses is important. For advancement, one must take college courses such as the two year vocational nurses' training. On the job training in a clinic is good training to become a clinic aide.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $98 |

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JOB TITLE:

D.O.T.

615.782

# PUNCH PRESS OPERATOR

A punch press operator tends one or more power presses which do different kinds of cutting of plastic or metal.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

See well
Work well with your hands
Read and understand simple mechanical drawings
Work carefully, noticing any mechanical problems with the machine or incorrect adjustments

### You should prefer to:

Work with machinery
Work inside

### You should know that:

Mechanical ability is helpful.

## ON THE JOB

Punch press operators run one or more power punch presses which trim, shape, punch or crimp metal or plastic pieces. Operators adjust the machines for the specifications of the job. They change dies and set the ram stroke according to the type of material to be cut. They feed the material to be cut into the machine and inspect the finished product. They may have to use measuring equipment such as a guage or template.

**JOB TITLE:** PUNCH PRESS OPERATOR

**D.O.T.**

615.782

## THINGS TO THINK ABOUT

### Job Characteristics

Indoor work
Steady work
Noisy working conditions

Job benefits will vary with the employer.

### Advancement:

Punch press set-up
Supervisor

### Related occupations:

Punch press setter
Drill press operator
Power shear operator
Tapper operator

## PREPARATION AND TRAINING

While a high school diploma may not be necessary to enter this job, greater advancement possibilities will be available to you if you do complete high school. Shop and arithmetic courses will be useful experience.

Programs in this field are offered at NH Vocational-Technical Colleges at Berlin, Manchester, Portsmouth, Claremont, Laconia and Nashua

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $121 |

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# New Hampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

RADIO AND T V SERVICE & SALES

These workers sell, service, repair and install electronic products such as television and radios.

**D.O.T.**

720.281

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Have good "mechanical sense"
Do precise work with your hands
Do a variety of jobs requiring knowledge of electronics and electricity
See well

**You should prefer to:**

Work indoors
Do precision work

**You should know that:**

You may work in a shop or from a small truck equipped with tools
Honesty and dependability are important in this job

## ON THE JOB

Skilled radio and tv service representatives install and repair many electronic products including all types of radios and televisions, phonographs, hi-fidelity and stero sound equipment, tape recorders and public adress systems. Many service representatives specialize in one product. First, the service representative diagnoses the trouble with the equipment that isn't working properly. This is done through both obervation and the use of specialized testing equipment. On a service call, the representative advises the customer what is wrong and whether it will be necessary to take the equipment to the shop for further analysis and repair. If possible, the repairs are made on location. The service representative will usually try to give the customer an estimate of the cost of repairs. Service representatives may also install antennas.

**JOB TITLE:** RADIO AND T V SERVICE AND SALES

**D.O.T.**

720.281

## THINGS TO THINK ABOUT

**Job Characteristics**

Usually good working conditions
May spend some time traveling locally on service calls
Varied work

Job benefits will vary with the employer.

**Advancement:**

Shop supervisor
Shop manager
Shop owner

**Related occupations:**

Electrician
Appliance repairman

## PREPARATION AND TRAINING

Many radio & tv service representatives learn their trade in a 3-4 year training period of on the job training and work experience. Many manufacturers offer training sessions to familiarize repair representatives with their product. Vocational-Technical colleges offer courses in electricity, electronics, physics and other subjects which help to qualify a worker for this job. Home study programs and training in this field in the armed services and high school. Some high schools have a two year vocational training program in electricity and electronics.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $114 |

## WHERE TO GET MORE INFORMATION

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JOB TITLE:

D.O.T.

RADIOLOGIC TECHNOLOGIST

An x-ray technologist takes x-rays of parts of the body and gives x-ray treatments under the supervision of a doctor.

079.368

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Be on your feet all day
See well
Work with specialized equipment
Develop x-ray plates
Keep accurate records and reports

**You should prefer to:**

Work in a hospital or clinic
Work with people

**You should know that:**

You may have to work overtime or be on call for emergencies.

## ON THE JOB

An radiologic technologist takes x-rays of people by positioning them under the x-ray equipment so that the proper part of the body is in place, making necessary adjustments to the equipment and developing the x-ray plate after the x-ray is taken. They may give chemical mixtures in order to make body organs show up better on the x-ray. They may give x-ray treatments in accordance with doctor's orders.

The radiologic technologist is a very valuable member of the medical helping team. This is a job with much responsibility. Many people depend on the radiologic technologist.

**JOB TITLE:** RADIOLOGIC TECHNOLOGIST

**D.O.T.** 079.368

## THINGS TO THINK ABOUT

### Job Characteristics

A good chance to help people
Exposure to chemicals in developing process

Benefits will vary with the employer.

### Advancement:

Chief radiologic technologist
Radiologist

### Related occupations:

Radiologist

## PREPARATION AND TRAINING

High school graduation plus. The NH Technical Institute at Concord gives a very good program of courses in x-ray technology. A number of hospitals give courses in x-ray technology.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $117 |

## WHERE TO GET MORE INFORMATION

SEE YOUR SCHOOL COUNSELOR
OCCUPATIONAL OUTLOOK HANDBOOK

THE DEPARTMENT OF EMPLOYMENT SECURITY OFFICE NEAREST YOU.

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**JOB TITLE:**

RAILROAD MAINTENANCE WORKER

Railroad maintenance worker works for the railroad doing general maintenance of track, rail beds, etc.

**D.O.T.**

910.782

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Work well with your hands
Ability to work with specialized equipment
Work with a crew
Follow instructions
Do strenuous work

**You should prefer to:**

Do manual labor
Do routine and repetitive work
Work outdoors

**You should know that:**

You may be required to join a union.
You may be requested to do any type of maintenance work.

## ON THE JOB

The railroad maintenance worker must operate the railroad track maintenance equipment. They pull spikes and drive in new ones. It is necessary to replace railroad ties and maintain rail bridges and rail beds. Should an emergency occur, you will be called upon to give assistance.

**JOB TITLE:** RAILRAOD MAINTENANCE WORKER

**D.O.T.** 910.782

## THINGS TO THINK ABOUT

### Job Characteristics

Subject to some risk
Work can be dirty and dusty
Exposed to all climatic conditions

Job benefits will vary with the employer

### Advancement:

Section gang head
Inspector

### Related occupations:

Any type of general maintenance work
Track repairer

## PREPARATION AND TRAINING

A high school diploma is not required. This job is learned entirely through on the job training. If the railroad industry should revive, this will be a growing field of employment and the job could then lead to further advancement.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $124 |

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**JOB TITLE:**

**D.O.T.**

237.368

RECEPTIONIST

A receptionist receives customers and callers in an office or business giving them directions and information as required.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Use good English and speak clearly
Be well groomed and pleasant
Be well organized and remember different types of information
Sit for long periods of time

### You should prefer to:

Have contact with the public
Work in an office

### You should know that:

You may have to do some secretarial or clerical work in addition to receptionist's duties.

## ON THE JOB

Receptionists greet customers in an office or business, giving them information and directing them to other offices and departments. They answer the telephone, make appointments and maintain a record of all callers. Sometimes a receptionist has other duties such as sorting and opening mail, keeping books, filing and operating a switchboard.

1099

1100

**JOB TITLE:** RECEPTIONIST

**D.O.T.**

237.368

## THINGS TO THINK ABOUT

**Job Characteristics**

Pleasant working conditions
Meet many people

Job benefits will vary with the employer.

**Advancement:**

Secretary
Administrative assistant

**Related occupations:**

Stenographer
Secretary
Switchboard operator

## PREPARATION AND TRAINING

There is no special training for being a receptionist. A high school diploma is considered necessary and business courses, typing in particular, are helpful and sometimes required. Some employers prefer to hire with some individuals with college training.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $91 |

## WHERE TO GET MORE INFORMATION

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8/76

# New Hampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

## REAL ESTATE SALES ASSOCIATE

**D.O.T.**

250.358

The real estate sales associate helps people who are selling or renting property by handling advertising and talking to people interested in the property, showing it to them and providing information about real estate to both buyer and seller.

### DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

### TO GET THE JOB

**You should be able to:**

Express yourself well
Inspire confidence and be persuasive
Have a good memory for faces, names, facts, figures
Be at ease and tactful with many types of people
Drive a car

**You should prefer to:**

Have a sales type of job
Work with people
Spend time on research
Work indoors and outdoors

**You should know that:**

It takes time to establish yourself in this business.
You will have to take a state examination and be at least 18.

### ON THE JOB

Real estate sales people are engaged in the selling and renting of homes, commercial and industrial real estate, farm properties and landtracts. They are employed by the owners of the property. After an owner of property lists it with the real estate sales associate, it is up to the sales associate to find a buyer. This may be done through various forms of advertising and contacts. In the course of selling the property, the sales associate will take the customer to see the property and discuss terms by which it may be purchased. They may take a deposit and offer from the buyer to the seller. They act as the go-between until an agreement on the sale is made. Once the sale is settled, the sales associate arranges loans and mortgages and any other paper work necessary.

**JOB TITLE:** REAL ESTATE SALES ASSOCIATE

**D.O.T.** 250.358

## THINGS TO THINK ABOUT

### Job Characteristics

Work on commission rather than a regular salary
Often receive fees from banks and insurance companies for business you direct to them
Both the freedom and the risks of independent enterprise
Sales may be very slow sometimes, especially at first
May often work on weekends and evenings

### Advancement:

Self employed
Sales associates to brokers or realtors
Office manager
Mortgage department in a bank

### Related occupations:

Mortgage department in a bank
Tax assessor
Real estate appraiser

## PREPARATION AND TRAINING

Most real estate firms prefer that a sales associate be a high school graduate. Courses in English, public speaking, salesmanship, math and record keeping would be Helpful. A license is required to work as a real estate associate or broker. This requires passing a state examination.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| varied | Mostly commission set by realty owner |

## WHERE TO GET MORE INFORMATION

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**New Hampshire VIEW**

Vital Information for Education and Work

JOB TITLE:

RECREATION FACILITY ATTENDANT

D.O.T.

341.368

A recreation facility attendant schedules and organizes the use of recreation facilities in public parks and private clubs.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Keep many things in mind and well organized
Use good English to express yourself well
Be on your feet much of the time
Lift, carry and operate the equipment

**You should prefer to:**

Work outside
Work with people

**You should know that:**

You will be responsible for equipment
May be seasonal employment

## ON THE JOB

Recreation facility attendants schedule the use of recreation facilities such as golf courses, tennis courts, softball diamonds and other sports and amusement facilities. They work in private clubs, resorts and hotels and public parks. They must know the club or park rules and work according to them. Sometimes they must settle disputes between people using the area. They make reservations for use of the facilities and may collect fees from the players.

**JOB TITLE:** RECREATION FACILITY ATTENDANT

**D.O.T.** 341.368

## THINGS TO THINK ABOUT

### Job Characteristics

Meet many people
Little heavy physical work
May be seasonal employment
Public complaints
Sometimes involves the sale or rental of athletic equipment

### Advancement:

Facility manager, resort manager

### Related occupations:

Sports director
Recreation leader
Coach

## PREPARATION AND TRAINING

High school graduation is usually expected. A business program in high school is a good idea. Courses in record keeping, business management, mathematics and typing will help, as well as sports experience. This is a good job to try on a part-time basis.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $98 |

## WHERE TO GET MORE INFORMATION

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# New Hampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

**D.O.T.**

REPAIRER, AUTO BODY HELPER

807.887

An auto body repairers helper assists in the repair of damaged auto bodies and body parts.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Lift heavy weights
Bend, stretch, stoop and work in unusual positions
Handle heavy equipment
Follow instructions
Use many kinds of tools

**You should prefer to:**

Work on automobiles
Work with machinery

**You should know that:**

This job requires some knowledge of automobile mechanics

## ON THE JOB

Automobile body repairer's helpers work with many kinds of tools such as solderers, blow torches, wrenches, hydraulic jacks, spray paint guns and welding equipment. They work on auto bodies, fenders, interiors and engines. Some of the tasks they do, or help do, are hammering out dents, grinding and sanding metal surfaces, spray painting and removing damaged parts. Some automobile body repairers open their own garages after several years of experience.

**JOB TITLE:** REPAIRER, AUTO BODY HELPER

**D.O.T.** 807.887

## THINGS TO THINK ABOUT

### Job Characteristics

Good training for other jobs in auto mechanics and metal work
Satisfaction of knowing "You bend 'em, we mend 'em."

Job benefits will vary with the employer

### Advancement:

Automobile body repairer
Automobile worker

### Related occupations:

Sheet metal worker
Automobile mechanic

## PREPARATION AND TRAINING

High School or vocational school courses in metal working, auto body, auto mechanics and general shop are very helpful. Training is given on the job.

Automotive courses are given at the New Hampshire Vocational-Technical colleges at Berlin, Manchester and Portsmouth.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 plus overtime | $95 |

## WHERE TO GET MORE INFORMATION

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JOB TITLE:

D.O.T.

RIPRAP SUPERVISOR

859.134

A riprap supervisor spreads riprap (stones) over exposed earth in order to prevent soil erosion.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Lift, carry, push large weights
Dig, rake, hoe
Follow directions

### You should prefer to:

Work outside
Do heavy physical work

### You should know that:

Work may be seasonal
Safety is very important

## ON THE JOB

Riprap supervisors cover slopes and drainage channels with riprap. They move the stones into place on the embankment and spread them using a shovel or a rake. They even the surface off with smaller stones. They may dig foundations and fill in ditches with stones.

**JOB TITLE:** RIPRAP SUPERVISOR

**D.O.T.**

859.134

## THINGS TO THINK ABOUT

### Job Characteristics

Heavy work
Exposed to all kinds of weather
May be dusty at times

Job benefits will vary with the employer

### Advancement:

Crew supervisor

### Related occupations:

Other heavy construction work

## PREPARATION AND TRAINING

On the job training is given. A high school diploma is usually not required.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $117 |

## WHERE TO GET MORE INFORMATION

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JOB TITLE:

D.O.T.

640.885

## ROLL RECLAIMER

It is the job of the roll reclaimer to salvage and reprocess rolls of toilet tissue that do not pass product inspection tests.

### DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

### TO GET THE JOB

**You should be able to:**

See well
Work well with your hands
Be alert and follow directions
Lift and carry 20 lbs.

**You should prefer to:**

Work with machinery
Work inside
Do repetitive work

**You should know that:**

You may be requested to join a union
You have to be 18 years of age or older

### ON THE JOB

A roll reclaimer handles the reprocessing of rolls of toilet tissue which are rejected during quality control inspection. There are several machines which the roll reclaimer runs while performing reprocessing operations. Rolls that are too loosely wound are placed on a power-driven spindle for tightening the paper or unwinding it for salvage. Damaged tissue is torn off and new tissue glued onto incomplete rolls which are then wound to specified size. A rotating roll is used to smooth ends of the rolls of tissue by holding sandpaper against the roll as it rotates.

**JOB TITLE:** ROLL RECLAIMER

**D.O.T.** 640.885

## THINGS TO THINK ABOUT

### Job Characteristics

Steady work
May work rotating shifts and rotating 7 day work week
Odor from chemicals may be disagreeable

Job benefits will vary with the employer

### Advancement:

Based on length of time employed and work performance
Supervisor

### Related occupations:

Machine tending jobs
Most mill machine-operating jobs

## PREPARATION AND TRAINING

A roll reclaimer will be given on the job training by the paper company. High school courses that would be helpful include shop courses and mathematics in a general high school course. Experience in other machine tending and operating jobs would be good preparation for this work.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $114 |

## WHERE TO GET MORE INFORMATION

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8/76

# New Hampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

ROOFER HELPER

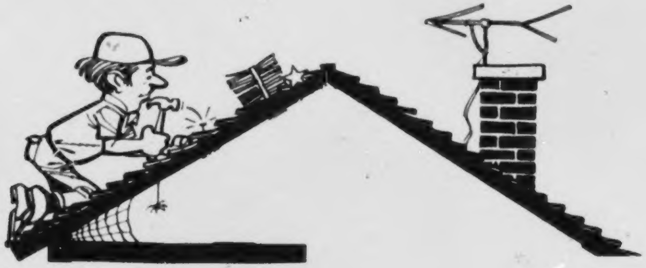
**D.O.T.**

866.887

A roofer is a skilled worker who covers roofs with natural materials such as slate, wood or man-made materials, such as asphalt.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?



## TO GET THE JOB

### You should be able to:

Keep your balance
Stand heat and cold
Work in high places
Be in good physical condition

### You should prefer to:

Work outdoors

### You should know that:

April to November are the best working months since the work is seasonal. Hours are generally long to take advantage of good weather. Safety is important.

## ON THE JOB

In the course of this trade, the roofer will work on various types of roofs. Flat roofs, such as those found on many schools and public buildings require the use of composition roofing. The roof is covered with overlapping strips of asphalt or tar-impregnaned felt. Then three coats of asphalt or coal tar pitch are applied. The last step can be done in one or two ways. It is a final surface of coal tar pitch or asphalt with gravel applied to the roof or a smooth surface asphalt covering is provided.

Peaked roofs are covered with roll roofing, asphalt shingles, sheet metal, aluminum, tile or slate. When using sheet metal, the sheets may be soldered together and then nailed to the roof. Regardless of the material used, the rows or courses of the roofing material always overlap the preceding course.

**JOB TITLE:** ROOFER HELPER

**D.O.T.**

866.887

## THINGS TO THINK ABOUT

### Job Characteristics

Work is outdoors
Will keep you in good physical condition
Possibility of seasonal unemployment
Danger of falling and falling materials

Job benefits will vary with the employer

### Advancement:

In the large roofing firms the roofer can be advanced to supervisor. Many of the people entering this trade start their own businesses and increase their income.

### Related occupations:

Painting
Shingler
Steeplejack

## PREPARATION AND TRAINING

On the job training with an experienced roofer is a common way of learning the trade.

High school subjects that are helpful include: woodworking shop, metal shop, drafting, blueprint reading, and mathematics.

A high school diploma is usually not required.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 plus | $111 |

## WHERE TO GET MORE INFORMATION

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**JOB TITLE:**

ROOM CLEANER

The room cleaner furnishes cleaning service in the establishment wherever necessary.

**D.O.T.**
323.887

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Get along with the public and adjust to their needs
Know how to do general cleaning
Know how to make beds

**You should prefer to:**

Do repetitious work
Do cleaning and general housework

**You should know that:**

You cannot disturb personal belongings of guests

## ON THE JOB

Room cleaning involves general cleaning and changing of beds. The work may be full or part-time although most room cleaners do their work in the morning. Many of the duties are routine, however, the seasonal aspect allows for a variety of work situations.

Employment is readily accessible.

**JOB TITLE:** ROOM CLEANER

**D.O.T.** 323.887

## THINGS TO THINK ABOUT

**Job Characteristics**

Repetitious
Requires minimal reading and math skills
Quality of work is emphasized
Work may be seasonal

Job benefits will vary with the employer

**Advancement:**

There is little chance for advancement on most jobs. However, it introduces one to many other related service jobs.

**Related occupations:**

Housekeeper
Caretaker
Porter
Linen room attendant
Laundry room worker

## PREPARATION AND TRAINING

Preparation or training is required. Instruction is given by the employer on the job. Participation of prospective employees in vocational training programs or a high school diploma may assist them.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $85 |

## WHERE TO GET MORE INFORMATION

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8/76

# NewHampshire VIEW
Vital Information for Education and Work

**JOB TITLE:**

## ROTARY CUTTER HELPER

**D.O.T.**

640.886

A rotary cutter helper is one of the many workers who run machines in the paper industry. A person in this position is sometimes called an assistant rotary cutter.

### DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

### TO GET THE JOB

**You should be able to:**

Lift up to 50 pounds
Climb, stoop, kneel, stretch
Work with your hands
Follow instructions and work carefully
Keep your mind on your machine

**You should prefer to:**

Work indoors
Do repetitive work
Work with tools and machinery

**You should know that:**

You must be 18 years old and dependable
You will have to join a union

### ON THE JOB

Rotary cutter helpers perform a number of functions in the job of cutting paper. They use a jack lift to insert the shaft into the core of the paper roll which lifts the roll with a hoist onto a feed cutter rack. They use a wrench and a rule to make the necessary adjustments. They also place a skid under the layboy and with a jack lift remove the full skid.

**JOB TITLE:** ROTARY CUTTER HELPER

**D.O.T.** 640.886

## THINGS TO THINK ABOUT

### Job Characteristics

Steady work with union benefits and job protection
Work not too strenuous
Work environment may be noisy and smelly
May have to work a rotating shift (days, evenings, nights)

Job benefits will vary with the employer

### Advancement:

Based on length of employment, performance, and physical condition

### Related occupations:

Other jobs in mills that require handling, driving, operating, tending machines

## PREPARATION AND TRAINING

On the job training is provided for the rotary-cutter helper. Most companies prefer high school graduates between the ages of 18 to 25. Shop courses, general mathematics and a general high school program are helpful.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $108 |

## WHERE TO GET MORE INFORMATION

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**New Hampshire VIEW**
Vital Information for Education and Work

JOB TITLE:

RUBBER COVER (TEXTILE)

D.O.T.
681.885

This is a machine tending job in the textile industry.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Work well with your hands
Be on your feet most of the working day
Make specific adjustments
Give concentrated attention to machine operation

**You should prefer to:**

Work inside
Tend a machine

**You should know that:**

You must be at least 18 years old

## ON THE JOB

Rubber covers work at machines which make narrow elastic fabrics. Operators must thread the machines and position and replace supply packages of rubber and yarn. They adjust tension and take-up mechanisms to insure uniform product quality. The machine must be watched carefully to detect any thread breakage or defective twisting. Broken ends must be tied by hand.

**JOB TITLE:** RUBBER COVERER (TEXTILE)

**D.O.T.**
681.885

## THINGS TO THINK ABOUT

**Job Characteristics**

Good working conditions usually
May be some noise from machines

Job benefits will vary with the employer

**Advancement:**

Supervisor

**Related occupations:**

Other machine tending jobs

## PREPARATION AND TRAINING

There are no special education requirements for this job. Training is avialable on the job. A general high school course of studies is desirable.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $108 |

## WHERE TO GET MORE INFORMATION

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**JOB TITLE:**

SALES ASSOCIATE-AUTOMOBILE

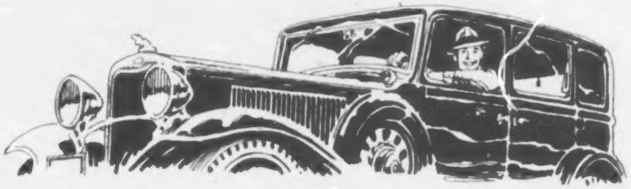
**D.O.T.**

An automobile sales associate new and used automobiles. They may also sell trucks.

280.358

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?



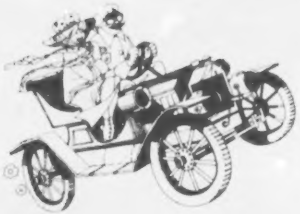
## TO GET THE JOB

**You should be able to:**

Be on your feet
Remember much detailed information
Be tactful, friendly, and well-groomed
Express yourself well and be positive, confident and determined

**You should prefer to:**

Work with the public
Do sales work



**You should know that:**

You may have to work Saturdays and evenings
Salary is often on a commission basis

## ON THE JOB

The automobile sales associates spends most of their time waiting on customers in the dealer's showroom or on the car lot. They determine the customer's interests and show them cars which they might like. The sales associate must have the ability to overcome a customer's hesitancy to buy by developing their own sales thoughts. Besides showing and selling automobiles, the sales associate may quote prices and arrange or give advice about financing and insurance.

**JOB TITLE:** SALES ASSOCIATE-AUTOMOBILE

**D.O.T.**

280.358

## THINGS TO THINK ABOUT

### Job Characteristics

Clean work
May receive discounts on servicing or purchasing their own car
May deal with dissatisfied customers

### Advancement:

Assistant sales manager
Sales manager
With an investment, a person can acquire their own dealership

### Related occupations:

Many other types of sales work

## PREPARATION AND TRAINING

A high school diploma is usually the minimum educational requirement for this job. On the job training in sales techniques and knowledge is usually given by the dealer.

To get to know cars, a good place to start is as part time or summer help in a gas station or car dealer's garage.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 45 | Commission |

## WHERE TO GET MORE INFORMATION

SEE YOUR SCHOOL COUNSELOR
OCCUPATIONAL OUTLOOK HANDBOOK

THE DEPARTMENT OF EMPLOYMENT SECURITY OFFICE NEAREST YOU.

Front of this book (Other sources of information).

8/76

JOB TITLE:

D.O.T.

292.358

SALES ASSOCIATE, RETAIL

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Drive safely under varying conditions
Have a good memory
Have selling ability
Be pleasant and well spoken
Work without direct supervision

**You should prefer to:**

Work in a sales position
Drive
Have contact with the public

**You should know that:**

You will have to have a commercial license
You will have to keep records and may make collections

## ON THE JOB

Sales associate drives a truck stocked with products to deliver and sell. A number of businesses employ them - dairy and bakery companies, laundry and cleaning businesses, department and grocery stores, feed companies and building supply companies to name a few. They may drive a regular route or may be sent to different places every day. They take orders for goods, stock their truck for delivery, deliver orders and make collections or present a bill. They sell products and sometimes find new customers in their territory. They may service vending machines in schools, hospitals, offices and manufacturing plants.

**JOB TITLE:** SALES ASSOCIATE, RETAIL

**D.O.T.**

292.358

## THINGS TO THINK ABOUT

### Job Characteristics

On some jobs early or late hours
Sometimes good commissions on added sales
Must work in all kinds of weather
May have to do heavy carrying

Job benefits will vary with the employer

### Advancement:

Sales manager
Route manager
Own business

### Related occupations:

Other types of sales work

## PREPARATION AND TRAINING

Most companies have training courses. Some employers require their sales associates to be high school graduates. There is often an age requirement. Also, there may be qualifying exams given and, in situations where the sales associate must handle large sums of money, they must be bonded. A New Hampshire driver's license is required (commercial).

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $121 |

## WHERE TO GET MORE INFORMATION

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8/76

JOB TITLE:

SALES ASSOCIATE, WHOLESALE

D.O.T.

289.458

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Be on your feet a lot
Drive long distances
Be friendly, self-confident and enthusiastic
Be neat in appearance and express yourself well and use English well

### You should prefer to:

Work with people
Have a selling job

### You should know that:

Sales associate representatives often work on a salary plus commission basis
High school education is required

## ON THE JOB

A wholesale sales associate contacts buyers for their company's products and takes their product orders. They also try to find new buyers. They visit the buyers regularly, show them samples, pictures, catalogues and take their order. They may take inventory and check stock. They may advise retail merchants about pricing, advertising and display of product. Sales associates are responsible for some paper work such as orders, expense accounts and reports. Whether a sales associate sells one or many products, it is very important that they keep their customers well supplied and give prompt, dependable service. They must know their products well and believe in their value and usefulness.

Their territory may be quite extensive involving a considerable amount of travel or within a smaller area.

**JOB TITLE:** SALES ASSOCIATE, WHOLESALE

**D.O.T.** 260.458

## THINGS TO THINK ABOUT

### Job Characteristics

Work is often on commission basis
Clean work
A chance to work on your own schedule
Traveling sales associates work may keep them from home for several days
Problems meeting customers orders because of shortage of company supple
Job benefits will vary with the employer

### Advancement:

Supervisor
Area manager
Company executive position

### Related occupations:

Retail sales
Demonstrator
Door-to-door sales associate

## PREPARATION AND TRAINING

High school courses in sales, business management, psychology and public speaking will be valuable. A wholesale associate usually begins training with a company in a nonselling position. They may work in the stock or shipping rooms and then on the pricing desk. This familiarizes them with company products and prices.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 35-40 | $104 |

## WHERE TO GET MORE INFORMATION

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JOB TITLE:

SALESPERSON, GENERAL

A salesperson may answer questions about a product or demonstrate its use.

D.O.T.
289.458

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Meet and answer customer's questions in a tactful manner
Demonstrate products when necessary

**You should prefer to:**

Meet a variety of people daily
Work inside in most cases

**You should know that:**

You will be responsible for making out sales and charge slips as well as receiving cash payments.

## ON THE JOB

You may answer questions about an article's construction or demonstrate its use. In some stores, special knowledge or skill may be needed to sell the merchandise. On the other hand, people who sell standardized articles will often do little more than take payments and wrap customer's purchases. Most retail sales people make out sales or charge slips, receive cash payments and give change and receipts.

**JOB TITLE:** SALESPERSON, GENERAL

**D.O.T.** 289.458

## THINGS TO THINK ABOUT

### Job Characteristics

Interesting, varied work
Meeting the public daily
Responsibility for maintaining satisfied customers

Job benefits will vary with the employer.

### Advancement:

Sales manager
Department manager

### Related occupations:

Stock clerk
Sales manager

## PREPARATION AND TRAINING

High school graduate
On the job training is usually part of this job.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $113 |

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8/76

# New Hampshire VIEW
Vital Information for Education and Work

**JOB TITLE:**

SALES PERSON, RETAIL

**D.O.T.**

298.877

A sales person helps customers make purchases. Their work varies depending upon the type of product sold.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Be courteous and well-spoken with customers
Be neat in personal appearance
Be well informed about merchandise
Handle customer receipts, exchanges and returns
Be able to stand most of the day

### You should prefer to:

Work with people
Do sales work

### You should know that:

Part-time work is often available to high school students

## ON THE JOB

A sales person waits on customers, assisting them in selection of their purchases, providing information about the articles for sale, and accepting payments. They must make out sales slips and use a cash register. Specialized knowledge is necessary in some sales work, such as cameras, pets and electrical appliances. Sales persons are usually responsible for keeping their sales area neat and clean. They periodically may take inventory and do merchandise ordering, stock shelves and make displays of merchandise. A person in sales work must believe in the value of their product.

**JOB TITLE:** SALES PERSON, RETAIL

**D.O.T.** 298.877

## THINGS TO THINK ABOUT

### Job Characteristics

Employee and family may be allowed to purchase store
Merchandise at a 10-25% discount
Clean working conditions
A fine chance to meet and help many people
Overtime often required during peak sales periods, such as Christmas season

### Advancement:

Department manager
Buyer (from wholesale sales person for a department or a store)
Store manager

### Related occupations:

Wholesale sales person
Buyer
Demonstrator

## PREPARATION AND TRAINING

High school graduates are preferred in this work. Newly hired employees usually receive on the job training in cash register use, making out sales slips and store policies. The store manager or owner will be interested in your sales ability, and will train you to become a better salesperson.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $98 |

## WHERE TO GET MORE INFORMATION

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8/76

JOB TITLE:

D.O.T.

570.883

SAND CUTTER OPERATOR (FOUNDRY)

This foundry job involves operating a machine which mixes sand and binder to proper consistency.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Work with heavy machinery
Be on your feet for long periods of time
Stretch, bend and reach
Work with your hands

### You should prefer to:

Work inside
Work with machinery

### You should know that:

You will have to be at least 18 years old
You may be required to join a union

## ON THE JOB

A sand cutter operator runs a machine which mixes sand with a binder and aerates the sand. First, the operator sprays water over the sand which is spread on the foundry floor and adds the binder to the sand. Then they run the machine back and forth through the pile to mix the sand with the binder and water. They test the consistency of the mixture and add more water or binder until the proper mixture is prepared.

**JOB TITLE:** SAND CUTTER OPERATOR( FOUNDRY)

**D.O.T.** 570.883

## THINGS TO THINK ABOUT

### Job Characteristics

heavy, wet work
strenuous job

Job benefits will vary with the employer

### Advancement:

Supervisor
Work on more detailed product

### Related occupations:

Sand mixer operator

## PREPARATION AND TRAINING

There are no educational requirements for this job but preference will be given to applicants with a high school diploma and some knowledge or experience with running machinery. On the job training is given.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $108 |

## WHERE TO GET MORE INFORMATION

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8/76

JOB TITLE:

D.O.T.

SANITARY ENGINEER

Sanitary engineers are specialists who protect the health of the nation by attacking sources of air, food and water pollution.

005.081

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

On call in case of an emergency
Work irregular hours

### You should prefer to:

Work with others in detecting, planning and developing pollution control systems.
Do physical work

### You should know that:

Work can be anywhere from sewage, garbage and trash disposal plants to industrial plants with abnoxious gases

## ON THE JOB

Whenever a problem of pollution exists there is potential work for a sanitary engineer. They usually work with agencies in detecting, analyzing and proposing solutions to pollution problems.

They design and oversee construction and operation of hygienic projects, such as waterworks, sewage, garbage and trash disposal plants, drainage systems, and insect and rodent control projects. They oversee swamp drainage, insect spraying and design of insect-proof buildings. They plan and direct workers in building and operation of incinerators, sanitary fills and garbage reduction plants to dispose of garbage and other refuse.

**JOB TITLE:** SANITARY ENGINEER

**D.O.T.** 005.081

## THINGS TO THINK ABOUT

**Job Characteristics**

Opportunities world wide
Opportunities to use your engineering skill

Job benefits will vary with the employer

**Advancement:**

Within the engineering field
Consultant in the work

**Related occupations:**

Specialists in water and sewage disposal engineer
Housing hygienist engineer

## PREPARATION AND TRAINING

Usually a four year degree in engineering

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $130 |

## WHERE TO GET MORE INFORMATION

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New Hampshire VIEW
Vital Information for Education and Work

JOB TITLE:

SCHOOL LUNCHROOM WORKER

A school lunchroom worker does a variety of jobs involved in the preparation and serving of lunch at schools.

D.O.T.

381.887

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Operate kitchen equipment
Lift pans and trays of food
Do general kitchen work and food preparation
Stand for long periods

### You should prefer to:

Work part time (school year)
Do kitchen work
Work with a group of people

### You should know that:

State law requires a pre-employment physical examination
Uniforms and hairnets are required

## ON THE JOB

School lunchroom workers perform a wide variety of jobs under direction of the kitchen manager. They operate different kitchen equipment such as mixers, slicers, choppers, dish washers and ovens. Large quantities of food must be prepared to meet an exact schedule. This requires that lunchroom workers be responsible and efficient in their work. Besides food preparation, serving and clean up after meals are part of this job.

1168

**JOB TITLE:** SCHOOL LUNCHROOM WORKER

**D.O.T.** 381.887

## THINGS TO THINK ABOUT

### Job Characteristics

Pleasant working conditions
Generally not strenuous work
Part time employment ( 6 hours a day)
Contact with many people
Job benefits will vary with the employer

### Advancement:

Kitchen manager
Specialized job such as cook or baker

### Related occupations:

Restaurant or cafeteria work
Camp kitchen work

## PREPARATION AND TRAINING

A high school diploma is not required for this job. Training is given on the job. High school courses in home economics and an interest in cooking is of course helpful.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $98 |

## WHERE TO GET MORE INFORMATION

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NewHampshire VIEW
Vital Information for Education and Work

JOB TITLE:

SECRETARY

Secretaries serve many functions. Their job is to transcribe and type letters and take care of any matters the "boss" requires.

D.O.T.

201.368

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Have many office skills (type well, take shorthand, answer the phone, file, keep records and schedules, write letters, etc.)
Take responsibility and be dependable
Use good English and correct spelling
Be well organized

### You should prefer to:

Work with people
Take responsibility

### You should know that:

The "boss" may depend on you to handle different aspects of the business when he is absent
A test in shorthand and typing may br required

## ON THE JOB

Secretaries usually have many duties. They keep records and communications flowing smoothly to and from the office. Dictation is usually taken in some form either by shorthand or by transcription. Transcription must be made from these notes and the report or letter typed neatly and accurately. The secratary keeps all office information and records well organized, up-to-date and confidential. They must be in a position to take minutes of the meetings and to type up reports when necessary. Many other details are handled by the competent secretary such as travel arrangements, appointment schedules, reservations and sometimes the check book of the person to whom you report.

**JOB TITLE:** SECRETARY

**D.O.T.** 201.368

## THINGS TO THINK ABOUT

### Job Characteristics

Good, clean working conditions
Much variety in work
Contact with people
Sometimes pressure in a busy office
Appreciation when competent
Job benefits will vary with the employer

### Advancement:

Executive secretary
Social secretary
Manager of office with several secretaries
Administrative assistant

### Related occupations:

Other office jobs
Clerk, stenographer, receptionist, executive trainee
Specialized secretaries

## PREPARATION AND TRAINING

Many secretaries receive their preparation and training of office procedures in high school. Others go through college and then received secretarial training at business colleges and secretarial schools. Advancement through the secretarial field is often a way of getting into the management end of business.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 35-40 | $111 |

## WHERE TO GET MORE INFORMATION

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New Hampshire VIEW
Vital Information for Education and Work

JOB TITLE:

D.O.T.

SECRETARY, LEGAL

Legal secretaries work in lawyer's offices where they perform many secretarial duties.

201.368

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Have many office skills, (typing, shorthand, dictaphone, answer phone, filing, letter writing)
Learn legal vocabulary and procedures
Work well with many people
Keep everything absolutely confidential

### You should prefer to:

Work in an office
Have contact with many people

### You should know that:

You will probably have to take a written exam
You will have added responsibilities to handle when your boss is out of the office

## ON THE JOB

A legal secretary performs many varied tasks. There are the many usual office duties of a secretary such as answering the phone, making appointments, filing, correspondence and greeting clients. They also must type many types of legal forms, file papers with courts and sometimes travel to courts to keep records of proceedings. Accurate transcription either in shorthand or machine transcription is a must on the job. The type of transcription will depend on the person for whom you work.

In order to be a legal secretary, you must have top skills in typing, shorthand, machine transcription, English, spelling and grammar.

**JOB TITLE:** SECRETARY, LEGAL

**D.O.T.** 201.368

## THINGS TO THINK ABOUT

### Job Characteristics

Pleasant working conditions
Contact with many people
Varied, interesting work
Sometimes very busy

Job benefits will vary with the employer

### Advancement:

To a better paying secretarial position
High paying civil service positions
Court stenographer

### Related occupations:

Other secretarial positions
Legal assistants (with study)
Other positions of responsibility in the court

## PREPARATION AND TRAINING

A high school education including courses in English, typing, grammar, shorthand and office skills is a good preparation for this job. Many jobs require advanced training beyond high school in business colleges or secretarial schools. Courses in business law will be of great help both on the job and for advancement.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $111 |

## WHERE TO GET MORE INFORMATION

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NewHampshire VIEW
Vital Information for Education and Work

JOB TITLE:

D.O.T.

SECRETARY, MEDICAL

Medical secretaries work in doctor's offices or medical office buildings. Perform many general office duties.

201.368

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Be familiar with medical terminology
Keep accurate records and be well organized
Have many office skills (typing, answering phone, filing)
Be neat, clean, pleasant, and work well with others
Operate a transcription machine

### You should prefer to:

Work in the office
Work in the medical profession
Have contact with many people

### You should know that:

You will be depended upon to handle many details
A written examination is sometimes required

## ON THE JOB

Medical secretaries keep patient's records and record patient's history. They make out insurance forms and handle all kinds of correspondence. Medical secretaries handle billing of patients and ordering supplies. They answer the phone, give appointments and receive patients in the office.

**JOB TITLE:** SECRETARY, MEDICAL

**D.O.T.** 201.368

## THINGS TO THINK ABOUT

**Job Characteristics**

Pleasant working conditions
Often very busy and pressured
Meet many people
Interesting, varied work

Job benefits will vary with the employer

**Advancement:**

Only with additional training in medicine
Working with a top surgeon or doctor

**Related occupations:**

Other secretarial and office jobs

## PREPARATION AND TRAINING

Most medical secretaries are required to have two years of business school or secretarial school training in addition to a high school diploma. A high school course in English, typing and general office skills should be taken by anyone considering this job.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $130 |

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JOB TITLE:

D.O.T.

## SECURITY OFFICER

189.168

Security officers must protect the building they work in from damage. During the night shift, additional precautions must be taken.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Be on your feet most of the work period
Notice anything different or unusual in your working area
Make sensible decisions and act quickly in emergencies
Remember details well and be responsible

### You should prefer to:

Possibly work at night
Work alone

### You should know that:

Experience as a firefighter, police officer, security guard is desirable
They may, or may not be required to carry firearms,

## ON THE JOB

Security officers have many things to keep track of and check up on, They have such responsibilities as identification of all persons entering and leaving: fire, theft, accident prevention, air, water, gas, oil and steam leaks; power and light; waste, property damage, violation of rules and traffic control. They must know much information about the building in which they work. They must know the location of all doors and fire exits, of all fire alarm boxes, of telephones, of fire fighting equipment, of valves controlling power, steam and water lines. They must have a basic understanding of electricity and plumbing systems in the building so that they can handle any emergencies until help comes. They will have to make a check of locked doors and windows. The responsibility of a secrity officer will vary depending on what kind of building.

**JOB TITLE:** SECURITY OFFICER

**D.O.T.**

189.168

## THINGS TO THINK ABOUT

### Job Characteristics

No hard labor
Evening or day working schedule depending on employer
Responsible in emergencies
On your feet most of the day

Job benefits will vary with the employer

### Advancement:

Supervisor of security forces in a larger plant, hospital, college or university

### Related occupations:

Police officer
Fire officer
Building engineering supervisor

## PREPARATION AND TRAINING

A high school diploma is usually required. Various law enforcement groups offer additional training. Military experience in police work is an advantage to applicants.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40-48 | $101 |

## WHERE TO GET MORE INFORMATION

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JOB TITLE:

SERVICE MANAGER

D.O.T.

185.138

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Work well with the public
Do strenuous work
Oversee and direct employees
Work under pressure
Keep cost control records

### You should prefer to:

Work on automobiles
Train others in mechanics

### You should know that:

You may work unusual hours
You will oversee and direct routing and scheduling of service and repair work

## ON THE JOB

You may hire, transfer, promote and discharge employees to meet the needs of the service department in order to maintain efficiency in the shop. You will be in charge of service and repair work. You may be expected to train or oversee the training of experienced mechanical repair workers on new vehicles and equipment. You may be expected to review records of operation to plan cost control changes and improve shop practices and work standards. You will be in charge of complaints and must maintain good relations with the customers.

**JOB TITLE:** SERVICE MANAGER

**D.O.T.**

185.138

## THINGS TO THINK ABOUT

**Job Characteristics**

Good working conditions most of the time
May do strenuous work at times
Must be good in arthmetic
May have to work under pressure

Job benefits will vary with the employer

**Advancement:**

Automotive supervisor
Owner of your own business

**Related occupations:**

Service station manager
Body shop manager

## PREPARATION AND TRAINING

High school or vocational school graduation is usually required. Experience in handling problems as a mechanic before going into floor service work is important. An apprenticeship in automobile mechanics is very desirable. Thorough training in arithmetic is necessary.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $137 |

## WHERE TO GET MORE INFORMATION

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8/76

**JOB TITLE:**

SERVICE STATION ATTENDANT

**D.O.T.**

915.867

A service station attendant pumps gas, changes oil, cleans windshields, puts air in tires, washes and waxes cars, sells automotive equipment, patches tires and tubes and gives information to tourists.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Work in all kinds of weather
Work in cramped positions
Work with tools
Lift 50 lbs. and work on your feet all day

### You should prefer to:

Work outside
Meet and help people
Work on and around cars
Work where you may get dirty or greasy

### You should know that:

You must not get angry with people or things easily.
You may have to work odd hours such as early morning or late at night.

## ON THE JOB

A service station attendant works outside in all kinds of weather. They fill the gas tanks of cars, check the oil and water and clean the windshield. Service station attendants do some mechanical work such as lubrication, muffler installation, windshield wiper replacement and wheel balancing. They also repair flat tires and rotate customer tires. Attendants also handle cash payments and make out credit card receipts.

**JOB TITLE:** SERVICE STATION ATTENDANT

**D.O.T.** 915.867

## THINGS TO THINK ABOUT

### Job Characteristics

You will work outside most of the time even in bad weather.
You must be patient and friendly even with rude customers.

Job benefits will vary with the employer.

### Advancement:

Service station owner
Service station manager
Mechanic

### Related occupations:

Mechanic (auto/truck)
Counter person (auto parts)

## PREPARATION AND TRAINING

High school graduate with background in automotives (vocational courses)
Post secondary vocational or technical training is helpful for advancement in this job.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $92 |

## WHERE TO GET MORE INFORMATION

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8/76

**JOB TITLE:**

**D.O.T.**

# SERVICE STATION MANAGER

915.131

The service station manager arranges work schedules to maintain efficient operation of a station and keeps inventories and orders for repair work and service.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Work well with many people
Accept a lot of responsibility and be reliable
Be good in arithmetic

**You should prefer to:**

Work around automobiles
Do manual labor

**You should know that:**

You must have experience in service work
You will have to have supervisory competence

## ON THE JOB

Service station managers manage the service station keeping everything in smooth running order. They hire and discharge employees, discuss problems with customers and make necessary adjustments to maintain good customer relations. They also advise mechanics on unusual problems and assist mechanics and attendants during busy periods.

It is very important to keep accurate control of inventories, orders, supplies and gasoline computed on a daily basis.

**JOB TITLE:** SERVICE STATION MANAGER

**D.O.T.**

915.131

## THINGS TO THINK ABOUT

### Job Characteristics

Good working conditions most of the time
Some noise and dirt
Problems with customers and help

Job benefits will vary with the employer

### Advancement:

Owner of your own shop
Manager of a large station

### Related occupations:

Manager of body shop
Supervisor of mechanics

## PREPARATION AND TRAINING

High school graduation with one or two years of training and experience in electrical, fuel, suspension and brake systems service is required. A mechanics course at the NH Vocational Technical College would be of great help to achieve competence in this position. A person sometimes proves competent with on the job training.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $124 |

## WHERE TO GET MORE INFORMATION

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8/76

JOB TITLE:

SETTER, MACHINE OPERATOR

D.O.T.

600.380

Maybe the job of a machine operator setter would interest you. This job includes the use of machine tools.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Be on your feet for long periods
Work well with your hands
Have good eyesight
Work with heavy machinery

### You should prefer to:

Work with tools
Make precise adjustments

### You should know that:

An apprenticeship program may be necessary
You may be asked to join a union

## ON THE JOB

A typical job of a semi-skilled machine tool operator is to place rough metal pieces in a machine tool on which the speed and movements have already been set by a setter. The operator watches the machine and calls the setter if it is not working properly. They may make minor adjustments to the machine. A skilled machine tool operator, called the setter, reads the instructions or blueprints for a job and sets up the machine. They set all the dials and gauges for proper speed and movement. They select the special attachments for the machine to do each job and puts them on the machine. It can be a very complicated job with many details.

**JOB TITLE:** SETTER, MACHINE OPERATOR

**D.O.T.** 600.380

## THINGS TO THINK ABOUT

### Job Characteristics

Overtime work is sometimes available
Chance for advancement
Wide range of job opportunities
A machine tool operator must take great caution and follow all safety rules.

### Advancement:

With training one can advance from the semi-skilled job of machine tool operator to the skilled job of setter

### Related occupations:

Woodworking machine operators
Plastic molding machine operators

## PREPARATION AND TRAINING

A high school machine shop program with experience in machine shop is good preparation.

Advancement above the machine tool operator generally requires further education.

There are courses given in machine tool processes and related subjects by all the NH Vocational-Technical Colleges.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $111 |

## WHERE TO GET MORE INFORMATION

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# New Hampshire VIEW

Vital Information for Education and Work

JOB TITLE:

## SEWING MACHINE OPERATOR

D.O.T.

785.381

One of the most common jobs in the clothing and leather business is that of the sewing machine operator. Sometimes these machines have special attachments to do different jobs.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Have good eyesight
Work quickly and carefully with your hands
Operate simple machinery
Sit for long periods of time

### You should prefer to:

Work inside
Follow instructions

### You should know that:

You may be asked to join a union.

## ON THE JOB

Sewing machine operators are generally classified by the type of machine they use or the kind of work they do. Some titles are: blind stitcher, collar stitcher and coat baster. Some sewing machine operators specialize in a single operation such as sewing shoulder seams, attaching cuffs to sleeves or hemming blouses. Others may make garment sections. Others may put complete sections together and join them to the main parts of the garment. Shops making high priced or custom clothing generally have the same person make the entire garment.

Machine stitchers are also employed in the leather industry. They are also hired to sew awnings and tents.

**JOB TITLE:** SEWING MACHINE OPERATOR **D.O.T.** 785.381

## THINGS TO THINK ABOUT

### Job Characteristics

Clean work
Work is not difficult
Repetitive
Working conditions may not be the best in some factories

Job benefits will vary with the employer.

### Advancement:

Supervisor
Skilled sewing machine operator making expensive clothing
Tailor

### Related occupations:

Weaving machine operator
Knitting machine operator

## PREPARATION AND TRAINING

There are few if any educational requirements. However, high school home economics courses dealing with fabrics, weaving, garment design and sewing are good background.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40-48 | $95 |

## WHERE TO GET MORE INFORMATION

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8/76

# New Hampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

SEWING MACHINE OPEPATOR

**D.O.T.**

787.782

An industrial sewing machine operator may operate a sewing machine in a clothing factory, a carpet plant, a drapery shop, a furniture factory, a laundry or canvas shoe factory.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Work sitting down all day
Have good color vision
Follow instructions well

### You should prefer to:

Work indoors
Operate machinery
Do the same simple job over and over

### You should know that:

You will perform the same job many times.
You must be able to adjust thread tension and change needles.

## ON THE JOB

An industrial sewing machine operator works indoors in a shop or manufacturing plant. The operator usually works close to other people doing the same job. Industrial sewing machines are much faster than home sewing machines.

The operator positions the work under the presser foot, pushes the knee or foot pedal and guides the material under the needle. The operator than cuts the thread and starts the next piece of work.

**JOB TITLE:** SEWING MACHINE OPERATOR

**D.O.T.** 787.782

## THINGS TO THINK ABOUT

### Job Characteristics

Work area is usually quite noisy
Pay is frequently piece work

### Advancement:

Sewing department supervisor
Sample stitcher
Dressmaker

### Related occupations:

Drapery sewer
Stitcher (standard machine)

## PREPARATION AND TRAINING

High school graduate preferred
On the job training is available.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $107 |

## WHERE TO GET MORE INFORMATION

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8/76

# New Hampshire VIEW

Vital Information for Education and Work

JOB TITLE:

SEWING MACHINE OPERATOR, GARMENT

A sewing machine operator in the garment industry operates single or multiple needle machines to join garment parts.

D.O.T.

786.782

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Have good eye-hand co-ordination
Perform intricate work on a sewing machine

### You should prefer to:

Work inside in a shop situation
Work with your hands

### You should know that:

You may be paid on a piecework basis.
You are expected to produce consistently high quality work.

## ON THE JOB

A garment sewing machine operator operates a single or multiple needle sewing machine to join garment parts. They select the thread according to specification or fabric color. They place the spool of thread on the spindle and thread the machine. They position the parts to be joined under the presser foot and needle and sew the pieces together. They control the speed of the machine with their knee or foot pedal.

**JOB TITLE:** SEWING MACHINE OPERATOR, GARMENT **D.O.T.** 786.782

## THINGS TO THINK ABOUT

### Job Characteristics

Clean orderly work environment
May be part of an assembly process
Work area may be very noisy

Job benefits will vary with the employer.

### Advancement:

Garment stitching supervisor
Department supervisor

### Related occupations:

Sewing machine operator

## PREPARATION AND TRAINING

High school graduate
On the job training is available.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $88 |

## WHERE TO GET MORE INFORMATION

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8/76

**JOB TITLE:**

SHEAR SETTER

A shear setter sets up the power shear according to the specifications or blueprints for the job.

**D.O.T.**

615.380

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Follow directions exactly
Read blueprints
Use different measuring instruments
Work well with your hands

**You should prefer to:**

Work with machinery
Work inside

**You should know that:**

The shear setter will occassionally have to run the machine.
The operator of the machine inspects the trial run to make sure adjustments are not needed.

## ON THE JOB

Shear setters set up a power shear machine following the specifications on a blueprint or drawing. They are given specific measurements for making adjustments to the machine. They operate the machine for the first piece of production and then check the piece to make sure the machine is properly set up. They make any necessary readjustments. The rest of the production is done by the machine operator. The shear setter is responsible for checking the machine to see if repairs are needed or blades need sharpening.

**JOB TITLE:** SHEAR SETTER **D.O.T.** 615.380

## THINGS TO THINK ABOUT

### Job Characteristics

Inside work
Steady position
Noisy work

Job benefits will vary with the employer.

### Advancement:

Supervisor

### Related occupations:

Tool machine set up
Machine set up
Shear operator

## PREPARATION AND TRAINING

The NH Vo-Tech Colleges offer courses in machine tool processing at Berlin, Claremont, Laconia, Manchester, Nashua and Portsmouth.

The shear setter must be an experienced shear operator before assuming this position.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $117 |

## WHERE TO GET MORE INFORMATION

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8/76

**New Hampshire VIEW**
Vital Information for Education and Work

JOB TITLE:

D.O.T.

SHEET METAL WORKER

Sheet metal workers assemble, install and repair sheet metal products and equipment.

804.281

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Pass a health examination
Understand blueprints and written instructions
Handle machinery affectively
Demonstrate some knowledge of metals

### You should prefer to:

Work indoors or outdoors doing various short assigned duties
Be accurate in your work following instructions

### You should know that:

You may be required to join the union
Safety is very important since both power and hand tools are used

## ON THE JOB

The sheet metal worker repairs, assembles and installs sheet metal products. Examples of the products are control boxes, drainpipes, ventilators and furnace casings. Their work must be exact and done using the appropirate metal.

After selecting the sheet metal they set up the shear machine, brakes, punch and drill press machines to cut, bend or straighten the sheet metal as ordered. When this has been completed, the product must be installed. The worker must be able to perform any or all of the duties indicated above.

**JOB TITLE:** SHEET METAL WORKER **D.O.T.** 804.281

## THINGS TO THINK ABOUT

### Job Characteristics

Gain knowledge of different machines
Usually both indoors and outdoors work
Little supervision
Physically tiring
May be hazardous if machines are misused

### Advancement:

After an apprenticeship program is completed, there are opportunities to specialize with some employers.

### Related occupations:

Sheet metal lay out
Sheet metal installer
Model maker
Sheet metal mechanic

## PREPARATION AND TRAINING

Heating, refrigeration and air conditioning courses are available at the NH Vo-Tech College in Manchester.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $111 |

## WHERE TO GET MORE INFORMATION

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**NewHampshire VIEW**
Vital Information for Education and Work

JOB TITLE:

D.O.T.

SHELL MOLD BONDING MACHINE OPERATOR

A shell mold bonding machine operator tends a specialized machine used to bond metals.

518.885

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Lift about 20 lbs.
Stand for long periods of time
See well
Reach, bend and stretch

### You should prefer to:

Work indoors
Work at a machine

### You should know that:

You may have to join a union.

## ON THE JOB

A shell mold bonding machine operator tends a machine which bonds metal together to form a shell mold. The machine operator must make temperature and pressure adjustments to the machine. The operator then positions the materials to be bonded and fills the machine with the bonding agent. Some of the operations of this machine are completely automatic. The operator pushes levers to continue the process.

**JOB TITLE:** SHELL MOLD BONDING MACHINE OPERATOR

**D.O.T.**

518.885

## THINGS TO THINK ABOUT

### Job Characteristics

Extreme temperature changes
Unpleasant fumes

Job benefits will vary with the employer.

### Advancement:

Supervisor
Machine inspector
Shell trim operator

### Related occupations:

Shell mold bonder
Shell trim operator

## PREPARATION AND TRAINING

Training is available on the job. High school graduates with mechanical ability are preferred.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $117 |

## WHERE TO GET MORE INFORMATION

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8/76

**NewHampshire VIEW**
Vital Information for Education and Work

JOB TITLE:

SHOE REPAIR HELPER

D.O.T.

365.884

A shoe repairer repairs worn heels and soles, broken straps and torn seams on all types of shoes.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Work well with your hands
See well
Follow instructions
Work with machinery

**You should prefer to:**

Work indoors
Deal with the public

**You should know that:**

A high percentage of shoe repairers own their own shops.

## ON THE JOB

Shoe repairers do repair work on all types of shoes and boots. They also make repairs on other leather goods such as handbags and luggage. They may also repair canvas and rubber articles. The most common type of shoe repair is the replacing of soles and heels and restitching torn seams. Highly skilled workers may design, make and repair orthopedic shoes. They may have a shoe shining business.

**JOB TITLE:** SHOE REPAIR HELPER **D.O.T.** 365.884

## THINGS TO THINK ABOUT

### Job Characteristics

Opportunity to be self employed
Light physical labor
Opportunity for creative work with leather

### Advancement:

Supervisor in a large repair shop
Independent business

### Related occupations:

Dress alteration shop
Tailor
Shoe shine business

## PREPARATION AND TRAINING

Most shoe repairers are hired as helpers and receive on the job training. It usually takes about two years of training to become skilled.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $101 |

## WHERE TO GET MORE INFORMATION

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JOB TITLE: D.O.T.

SIGN ERECTOR A sign erector installs signs. 869.381

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Climb high places
Lift heavy loads and work in awkward positions
Work a great deal on your own

### You should prefer to:

Work with your hands
Work in various places both indoors and outdoors
Work a great deal on your own

### You should know that:

You may have to work from sketches.
Signs will often have to be assembled on the job.

## ON THE JOB

Sign erectors design and put up signs in accordance with building regulations and local zoning and code ordinances. Both hand and power tools are used on the job. It may be necessary to use ladders, scaffolding, cranes, hoists, post hole diggers and just plain grit to get the job done. You may be required to drive a truck from job to job. It is possible that you may be required to do some painting on the sign.

**JOB TITLE:** SIGN ERECTOR **D.O.T.** 869.381

## THINGS TO THINK ABOUT

### Job Characteristics

Heavy work
Frequently working with a block and tackle to hoist signs

Job benefits will vary with the employer.

### Advancement:

Sign designer
Self employed

### Related occupations:

Sign artist
Sign writer
sign painter

## PREPARATION AND TRAINING

On the job training is most important for this job. There are opportunities in this field for part time and summer work.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $130 |

## WHERE TO GET MORE INFORMATION

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New Hampshire VIEW
Vital Information for Education and Work

**JOB TITLE:**

SIGN PAINTER

The work of a sign painter is to design, lay out and paint signs.

**D.O.T.**

970.381

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Have a steady hand
Have good vision
Climb, work on ladders and scaffolding

### You should prefer to:

Be creative
Work indoors and outdoors
Travel in some of your work

### You should know that:

Employment may be seasonal.
Safety is very important.

## ON THE JOB

A sign painter designs, lays out and paints signs. They may be limited to painting letters or they may also paint designs, figures or scenes. They must have a knowledge of materials and lettering styles. They must be skilled in techniques of different brushes and paints.

**JOB TITLE:** SIGN PAINTER **D.O.T.** 970.381

## THINGS TO THINK ABOUT

**Job Characteristics**

Opportunity to be creative
Hazards of working on ladders and scaffolding
Much variety of work

Job benefits will vary with the employer.

**Advancement:**

Chance to have your own business

**Related occupations:**

Lettering
Store display

## PREPARATION AND TRAINING

On the job training is usually provided. Some background and interest in art is very helpful. Experience with painting and lettering must be developed.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $122 |

## WHERE TO GET MORE INFORMATION

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8/76

**JOB TITLE:**

# SKI INSTRUCTOR

**D.O.T.**
153.228

As a ski instructor, you work for a ski school at a winter resort.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Teach any level of skier
Demonstrate all phases of skiing
Compete and coach ski racing

### You should prefer to:

Work outdoors in winter weather
Work with all age groups
Teach and ski

### You should know that:

You may have to work in sub-zero weather.
You will have to stand and watch others ski for long periods of time.

## ON THE JOB

As a ski instructor, you will be working with all age groups who have one thing in common - a desire to learn to ski. You will be expected to instruct them in various types of skiing. You will be subject to some risk of injury in skiing on varied snow conditions and terrain. In NH, you will find that this is a seasonal job so it cannot be your sole means of support.

**JOB TITLE:** SKI INSTRUCTOR

**D.O.T.** 153.228

## THINGS TO THINK ABOUT

### Job Characteristics

Strenuous work
Seasonal work
Job benefits will vary with the employer.

### Advancement:

Athletic director
Head ski instructor

### Related occupations:

Bowling instructor
Golf professional

## PREPARATION AND TRAINING

While there is no specific requirement for this job, you will receive more serious consideration if you have raced competitively and are familiar with different ski styles and techniques. You will also need to be knowledgable in first aid.

There are both certified and uncertified ski instructors.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $117 |

## WHERE TO GET MORE INFORMATION

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# New Hampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

SKI LIFT OPERATOR

The ski lift operator works at a ski area running a variety of tows or lifts.

**D.O.T.**

341.865

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Work well with your hands
Perform routine maintenance on gas or diesel engines
Work well with people
Assist in making snow

### You should prefer to:

Work outdoors in winter weather
Work at a job which requires some mechanical knowledge

### You should know that:

You may be expected to collect or check lift tickets.

## ON THE JOB

The ski lift operator must remain alert, constantly looking for flaws in the equipment. They frequently must make minor repairs. They are also expected to assist other area employees with general ski area maintenance.

**JOB TITLE:** SKI LIFT OPERATOR **D.O.T.** 341.865

## THINGS TO THINK ABOUT

### Job Characteristics

Strenuous work
Seasonal work
Working outdoors in sub-zero weather

Job benefits will vary with the employer.

### Advancement:

Permanent staff
Maintenance chief

### Related occupations:

Golf course attendant
Skating rink attendant
Bowling alley attendant

## PREPARATION AND TRAINING

There is no formal training necessary for this job. A basic education is necessary but high school graduation is not required. Experience at a ski area and with small engine repair is good background.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $98 |

## WHERE TO GET MORE INFORMATION

SEE YOUR SCHOOL COUNSELOR
OCCUPATIONAL OUTLOOK HANDBOOK

THE DEPARTMENT OF EMPLOYMENT SECURITY OFFICE NEAREST YOU.

Front of this book (Other sources of information).

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8/76

**JOB TITLE:**

**D.O.T.**

SKI PATROLER

379.868

A ski patroler patrols the trails and slopes of a ski area for the general protection of the skiing public.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Ski well and know first aid
Express yourself well
Have excellent co-ordination
Work well with the public

### You should prefer to:

Ski
Work outdoors in winter weather

### You should know that:

You must be in excellent physical condition.
You have to be knowledgeable in first aid.

## ON THE JOB

The ski patroler looks for potential trouble spots on the trails and slopes. They must make minor repairs on them. If a skier is injured, the ski patroler is expected to provide first aid. They must be able to transport injured skiers from the mountain using a toboggan or specially designed sled. A patrol is made each evening to make sure that no one remains on the mountain at night.

**JOB TITLE:** SKI PATROLER **D.O.T.** 379.868

## THINGS TO THINK ABOUT

### Job Characteristics

Working in sub-zero weather
Seasonal work
Subject to some risk

Job benefits will vary with the employer.

### Advancement:

Ski instructor
Head of ski school
Ski area management

### Related occupations:

Golf course ranger
Lifeguard
Park patroler

## PREPARATION AND TRAINING

To become a professional ski patroler, you would have to attend a course run by the Professional Ski Patrol Assoc.. Once you finish this course, there is a yearly refresher clinic which must be attended.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $85 |

## WHERE TO GET MORE INFORMATION

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8/76

**New Hampshire VIEW**

Vital Information for Education and Work

**JOB TITLE:**

SNAG GRINDER

A snag grinder uses a powered grinding wheel to clean and rough finish surfaces of castings.

**D.O.T.**

705.884

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Stand for long periods of time
Lift heavy materials of about 100 lbs.
Stoop, kneel, carry and reach

### You should prefer to:

Work both indoors and outdoors
Work with machines

### You should know that:

This job is strenuous work.
Safety is very important.

## ON THE JOB

A snag grinder positions the casting under the grinding wheel by using a crane, hoist or their hands. They pull the wheel against the casting and remove any unwanted projections from the surface. They may change the position of the casting in order to grind other areas of the piece.

**JOB TITLE:** SNAG GRINDER **D.O.T.** 705.884

## THINGS TO THINK ABOUT

### Job Characteristics

Heavy, strenuous work
Fairly hazardous because of possible eye injury
Unpleasant fumes and odors

Job benefits will vary with the employer.

### Advancement:

Grinder inspector

### Related occupations:

Grinder set up operator
Grinder inspector
Grinder chipper

## PREPARATION AND TRAINING

On on the job training period of 30 days to 3 months is the usual manner of entry to the job. Previous use of power tools is very helpful.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $114 |

## WHERE TO GET MORE INFORMATION

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# NewHampshire VIEW

Vital Information for Education and Work

| JOB TITLE: | | D.O.T. |
|---|---|---|
| SOLE LAYER, HAND CEMENTER | The sole layer applies cement to the separate shoe or boot parts prior to joining them either by hand or machine. | 788.887 |
| SOLE LAYER, MACHINE CEMENTER | | 690.885 |

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Work accurately with your hands
Work with machinery and cement
Read instructions as well as understand about the various shoe making materials

### You should prefer to:

Work at a bench all day
Work with accuracy and speed
Work indoors
Work under pressure at times

### You should know that:

Materials cannot be wasted.
You may be required to join a union.

## ON THE JOB

The sole layer performs a series of operations involved in cementing the sole of a shoe or boot to other parts. Although you are working alone, you are part of a co-operative effort since the worker next to you will complete the next step in the process of making the shoe or boot.

**JOB TITLE:** SOLE LAYER, HAND OR MACHINE CEMENTER

**D.O.T.** 788.887
690.885

## THINGS TO THINK ABOUT

### Job Characteristics

Hand work as well as machine operation
Work with solid and liquid adhesives
Work with leather and rubber materials
Repetitive process
Requires accuracy to prevent material waste

### Advancement:

Supervisor
Pay may increase with speed and accuracy.

### Related occupations:

Sole laying machine operator/inspector
Sole laying cutting machine operator
Sole cutting machine operator

## PREPARATION AND TRAINING

You should be at least 18 since the use of machinery is involved. High school machine shop courses are useful. Any craft work can help increase your accuracy and skill. On the job training is usually available. Maturity as well as ability is important.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $91 |

## WHERE TO GET MORE INFORMATION

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8/76

**JOB TITLE:**

SORTER

**D.O.T.**

222.687

A sorter separates bundles, boxes or manufactured items.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

For some jobs, lift heavy weights (lumber sorter)
Keep things well organized
Work quickly without making mistakes

### You should prefer to:

Work with materials and objects

### You should know that:

A high school diploma is not required.
You must be able to read product identification.

## ON THE JOB

A sorter sorts articles, bundles or boxes. If the articles are being sorted for delivery, the sorter places them in designated areas or bins for pick up. Sorters may grade materials such as eggs, vegetable and mail.

**JOB TITLE:** SORTER **D.O.T.** 222.687

## THINGS TO THINK ABOUT

### Job Characteristics

No special skills required

Job benefits will vary with the employer.

### Advancement:

Supervisor

### Related occupations:

Inspector

## PREPARATION AND TRAINING

A short period of on the job training is provided for new employees. A high school diploma is usually not required.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $95 |

## WHERE TO GET MORE INFORMATION

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8/76

# New Hampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

SOUND TECHNICIAN

**D.O.T.**

829.281-042

The sound technician installs, maintains and services sound and intercommunication systems. They sometimes work at a commercial radio station.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Have excellent hearing
Install high fidelity components or systems
Concentrate on sound recordings

### You should prefer to:

Make fast and accurate decision when working on expensive equipment often under pressure
Be a stickler for detail but have an open mind for learning new techniques

### You should know that:

You will have to work on high voltage equipment.
You will need a basic electronics background.

## ON THE JOB

The sound technician may set up and maintain closed circuit TV systems and associated apparatus. They may test and trouble shoot a variety of equipment. This is an occupation in a highly specialized field.

**JOB TITLE:** SOUND TECHNICIAN

**D.O.T.** 829.281-042

## THINGS TO THINK ABOUT

### Job Characteristics

May work in more than one place
May work varied hours

Job benefits will vary with the employer.

### Advancement:

Head sound person
Self employed
Radio announcer

### Related occupations:

Electrician
Management in music business

## PREPARATION AND TRAINING

A high school diploma with technical courses taken at a Vo-Tech College are of utmost importance. Any knowledge you can gain by helping in a sound studio will be helpful. You will probably be required to join a union.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $130 |

## WHERE TO GET MORE INFORMATION

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8/76

NewHampshire VIEW
Vital Information for Education and Work

**JOB TITLE:**

SPINNER, FRAME

A frame spinner tends a machine which twists material into yarn.

**D.O.T.**

682.885

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

See well
Work with your hands
Stand for long periods of time

### You should prefer to:

Work inside
Work at a machine

### You should know that:

Wages are often based on piecework.

## ON THE JOB

This is a machine tending job. The frame spinner observes the spinning machine. They replace empty supply packages with new ones, twist breaks in the yarn together, thread new material into the machine and brush away dust and lint which collects while the machine is running.

**JOB TITLE:** SPINNER, FRAME **D.O.T.** 682.885

## THINGS TO THINK ABOUT

### Job Characteristics

Not strenuous work
Clean working conditions
Good pay for fast workers

Job benefits will vary with the employer.

### Advancement:

Inspector

### Related occupations:

Machine tender in some industries

## PREPARATION AND TRAINING

On the job training is given to people entering this job. Minimum education or preparation is required but a general course of study in high school and some mechanical ability are helpful.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $121 |

## WHERE TO GET MORE INFORMATION

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8/76

**JOB TITLE:**

SPIRAL TUBE WINDER HELPER

Spiral tube winder helpers produce paper tubes.

**D.O.T.**

640.887

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Lift weights up to 50 lbs.
Work well with your hands
Follow directions

**You should prefer to:**

Work indoors
Work with machinery

**You should know that:**

You will have to be at least 18.
You may be required to join a union.

## ON THE JOB

The spiral tube winder helper performs any duties that a helper generally performs. When tubes are ejected from the winding machine, they inspect them for defects. They tie bundles of tubes together according to specific numbers and stack them on the floor or on trucks. Using hoists, they mount new reels onto the machine spindle. Other duties include making sure the glue reservoir is full and helping to install machine parts.

**JOB TITLE:** SPIRAL TUBE WINDER HELPER **D.O.T.** 640.887

## THINGS TO THINK ABOUT

### Job Characteristics

Work is not too strenuous
Steady work
May have to work on a rotating shift
Some unpleasant odors from chemicals

Job benefits will vary with the employer.

### Advancement:

Advancement based on length of employment, performance and physical condition

### Related occupations:

Other machine tending jobs
Operating and driving jobs

## PREPARATION AND TRAINING

On the job training will be given. Most employers require high school graduation. Useful high school courses include shop and general math.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $101 |

## WHERE TO GET MORE INFORMATION

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8/76

# NewHampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

STATE POLICE OFFICER

State police officers are protective service officers whose responsibility it is to enforce the laws and regulations governing the use of highways.

**D.O.T.**

375.118

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Pass physical requirements of height, eyesight and weight
Drive well
Show honesty, a sense of responsibility and good judgement in your actions
Be courteous, firm and, if necessary, forceful

**You should prefer to:**

Drive a car much of the time

**You should know that:**

A high school education is required.
Police officers must serve a probationary period ranging from 6 months to 2 years.

## ON THE JOB

A state police officer must be a US citizen. They spend most of their time patroling highways and issuing traffic tickets. When necessary, they testify in court. They assist at the scene of accidents. They investigate the accidents and write up reports. They provide services to motorists such as radioing for breakdown assistance or giving information to travelers. They assist in directing traffic in special situations. In some states, including NH, state police investigate thefts, murders and narcotics violations.

**JOB TITLE:** STATE POLICE OFFICER **D.O.T.** 375.118

## THINGS TO THINK ABOUT

### Job Characteristics

A position of respect
Driving in bad weather
High risks involved in chasing speeding cars and apprehending criminals

### Advancement:

Most states have merit promotion systems that require officers to take a competitive examination to qualify for the next rank.

### Related occupations:

Municipal police officer
Private investigator or detective
FBI, Secret Service or CIA

## PREPARATION AND TRAINING

If an applicant for this job passes the necessary exams, an investigation of their character and background is made. If they qualify, they undergo a training period of several months. They learn laws, law enforcement techniques, weapon handling, self protection and many other procedures and skills during training.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $153 |

## WHERE TO GET MORE INFORMATION

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NewHampshire VIEW
Vital Information for Education and Work

**JOB TITLE:**

**D.O.T.**

STATIONARY ENGINEER APPRENTICE

950.782

This job involves observation of boilers, generators and related equipment

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Withstand high temperatures
Work different hours
Stand for periods of time
Read gauges and meters and record data
Repair machines and equipment

**You should prefer to:**

Work with other people
Do a variety of tasks
Be exact in your work

**You should know that:**

No license is required in New Hampshire.
You may not always work the same shift.

## ON THE JOB

Stationary engineers always checks their work and that of others, making sure temperatures are constant, mechanical equipment is in order (such as steam engines, compressors, generators, turbines, and boilers). While checking the equipment, meters are read and information recorded in a log book.

Since stationary engineers work in large buildings, they are usually employed by institutions such as schools and colleges, hospitals and larger manufacturing companies. This job requires much technical knowledge and experience since the health and safety of many people may depend on you.

**JOB TITLE:** STATIONARY ENGINEER APPRENTICE

**D.O.T.**
950.782

## THINGS TO THINK ABOUT

### Job Characteristics

You are not under constant supervision
Good wages and overtime are available
Opportunity for advancement
Working hours may be irregular and may require day or night work
Workroom temperatures may be high
Job benefits will vary with the employer

### Advancement:

Supervisor

### Related occupations:

Equipment attendant
Station mechanic I, II and III
Assistant control operator
Maintenance engineer

Operating engineer
Power plant operator
Watch engineer
Fireman

## PREPARATION AND TRAINING

The more knowledge of mechanical engineering the worker has, the easier it will be to qualify for an engineer's license.

The NH Technical Institute at Concord offers courses beyond high school in mechanical engineering technology. The NH Vocational-Technical College at Manchester has a program of courses in heating, air conditioning and refrigeration.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $111 |

## WHERE TO GET MORE INFORMATION

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# New Hampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

STATIONARY FIRER

**D.O.T.**

951.885

Stationary firers are semi-skilled workers who operate and maintain steam boilers used to power industrial machinery and to heat factories.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Stand working under high temperatures
Take careful notice of any problems with equipment
Make exact adjustments on equipment
Read meters

### You should prefer to:

Work inside
Work with machinery

### You should know that:

Some states require stationary firers to be licensed, New Hampshire does not.
Safety is very important.

## ON THE JOB

Stationary firers operate and maintain steam boilers. Since this equipment operates automatically, the main job of the firer is to light the boiler and make sure it is running properly. Although this equipment has safety divices, any problems should be found immediately in order to avoid any accidents. Other work of a stationary firer includes cleaning and oiling parts of the boiler and checking meters and other instruments for proper operation. The stationary firer may be expected to be able to make minor repairs and keep the boiler room neat.

**JOB TITLE:** STATIONARY FIRER

**D.O.T.** 951.885

## THINGS TO THINK ABOUT

### Job Characteristics

Sometimes exposed to noise, heat, dust, fumes from oil, gas, coal or smoke

Job benefits will vary with the employer

### Advancement:

Stationary engineer
Maintenance mechanic

### Related occupations:

Stationary engineer
Maintenance mechanic

## PREPARATION AND TRAINING

If a license is required in the state where you work, (no license required in NH), you may obtain the necessary knowledge and experience to pass the license examination by working as a helper in a boiler room. Training is received on the job. No high school diploma is required.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $111 |

## WHERE TO GET MORE INFORMATION

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New Hampshire VIEW
Vital Information for Education and Work

JOB TITLE:

STENOGRAPHER

A stenographer takes dictation in shorthand from one or more persons or works with dictating equipment and then writes up their notes on a typewriter.

D.O.T.

202.388

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Use your hands quickly and easily
Sit for long periods of time
Have a good understanding of English grammar including spelling, sentence structure and word usage

### You should prefer to:

Work inside
Work with a small group of people

### You should know that:

Stenographers work for many different kinds of companies.

## ON THE JOB

Stenographers take dictation in shorthand or use dictating equipment and then type their notes on a typewriter. They may also be required to do other office work such as answering telephones, filing and operating office machines. Stenographers must be responsible individuals. They may have to work with confidential material in writing up company meetings or filing business material. They should have good command of English since they may sometimes have to type up letters or reports from very brief notes. Stenographers should be capable of learning and spelling special technical words that may be used in the field in which they are working.

**JOB TITLE:** STENOGRAPHER

**D.O.T.** 202.388

## THINGS TO THINK ABOUT

### Job Characteristics

Clean working conditions
Contact with people
Job opportunities in any area where businesses are located
May sometimes work under pressure
May work with distracting noises around you
Job benefits will vary with the employer

### Advancement:

Officer manager
Administrative assistant

### Related occupations:

Clerk typist
File clerk
Secretary
Business machine operator

## PREPARATION AND TRAINING

Business courses are a necessity to enter a job as a stenographer. Courses beyond high school either in a formal program or a night program will help in promotion.

New Hampshire Vocational-Technical colleges at Berlin, Claremont, Nashua and Laconia offer programs in secretarial science.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $104 |

## WHERE TO GET MORE INFORMATION

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JOB TITLE:

STITCHER, STANDARD MACHINE

A machine stitcher operates single, double or multi-needle stitching machine.

D.O.T.
690.782

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Perform work accurately and quickly
Have good eye-hand co-ordination

### You should prefer to:

Work inside
Work with your hands

### You should know that:

Your pay is often based on production or piecework.
You will have to be able to perform intricate work quickly.

## ON THE JOB

A machine stitcher operates single, double or multi-needle stitching machines to join or decorate shoe parts or to reinforce edges. The operator selects the spool of thread or pre-wound bobbin, places it on the spindle or looper and draws the thread through guides and needles. The parts are positioned under the needle and stitched.

**JOB TITLE:** STITCHER, STANDARD MACHINE

**D.O.T.** 690.782

## THINGS TO THINK ABOUT

### Job Characteristics

You will work inside in a shop environment. This is a relatively clean and easy job.

Job benefits will vary with the employer.

### Advancement:

Stitching supervisor
Floor supervisor

### Related occupations:

Machine stitcher
Garment stitcher

## PREPARATION AND TRAINING

High school graduate preferred
On the job training is available

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $114 |

## WHERE TO GET MORE INFORMATION

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JOB TITLE:

STRIPPER (PRINTING, FILMS)

The stripper in the film industry works with chemicals in preparing zinc or copper plates and printing them for etching.

D.O.T.

971.381

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Work long hours if necessary
Accept responsibility to finish job assigned
Be very particular about reading instructions

**You should prefer to:**

Do your work standing
Work with chemicals
Do close and exact work

**You should know that:**

You must have some physics and chemistry knowledge
Be required to join union

## ON THE JOB

You will be working with various chemicals in preparing photosensitive zinc or copper plates on which the picture or script is etched. As in photography you will soak developed photographic plate to soften film and strip the negative film from the plate. After this process you will mount film on a clear glass plate by using soft blotters to spread and dry it evenly.

Usually, you will be working with the other people closely as one job in lithographic process depends on another. It requires team work in every sense of the word.

Most people working in this field are creative and artistic, improving their skills as they work on the job.

**JOB TITLE:** STRIPPER (PRINTING, FILMS)

**D.O.T.**

971.381

## THINGS TO THINK ABOUT

### Job Characteristics

Doing layouts on paper, glass or film
Preparation of film for layouts
Working under pressure
Doing a specialized operation in a group of lithographic workers

Job benefits will vary with the employer

### Advancement:

Any job in the printing of films

### Related occupations:

Photographer
Plate-maker - working with chemicals
Lithographic presser - tends the offset machine

## PREPARATION AND TRAINING

Apprenticeship training is usually necessary. Aptitude tests are given to prospective apprentices. A high school diploma is usually required with vocational school training recommended. Experience in photography would be helpful with some knowledge of chemicals and physics. Methematics is very necessary.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $111 |

## WHERE TO GET MORE INFORMATION

SEE YOUR SCHOOL COUNSELOR
OCCUPATIONAL OUTLOOK HANDBOOK

THE DEPARTMENT OF EMPLOYMENT SECURITY OFFICE NEAREST YOU.

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8/76

**New Hampshire VIEW**

Vital Information for Education and Work

**JOB TITLE:**

SUPERVISOR, PRESS ROOM

A supervisor of the press room must be familiar with all aspects of printing and supervises the overall operation.

**D.O.T.**

651.130

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Perform and understand all operations in your shop
Give orders and manage employees
Repair printing equipment, this requires good mechanical ability
Be on your feet most of the day

### You should prefer to:

Take pride in both quality and quantity of work
Have steady employment
Work inside
Be interested in printing and new methods of printing

### You should know that:

Printing may often be a dirty job, especially in newspapers which are a "wet ink" operation
On the job training is a must for advancement

## ON THE JOB

The supervisor directs the actual printing operation performed in the pressroom. This involves preparation of type forms and press plates for final printing and tending the presses while they are in operation.

The preparation of type forms and press plates is the most delicate and difficult part of printing. This is accomplished by placing varying thicknesses of paper under plates to level them and to make print areas darker or lighter. The flow of ink must also be controlled during the process and care taken to maintain margins and paper control.

Much of the printing process is in a state of change due to new developments in offset printing. This involves photographs and an electrostatic sheet which directs the ink instead of the traditional printing. Offset printing is on the increase.

**JOB TITLE:** SUPERVISOR, PRESS ROOM

**D.O.T.** 651.130

## THINGS TO THINK ABOUT

**Job Characteristics**

Must supervise other people
May be a dirty job
A job which is most important since "paperwork runs the Country"

Job benefits will vary with the employer

**Advancement:**

Advancement generally means moving to a larger firm and assuming more supervisory duties
As our society demands more printed material the number of jobs in the printing industry will increase

**Related occupations:**

Any job in the printing business

## PREPARATION AND TRAINING

Due to the complexity of the printing industry much training is involved. For students today, this will involve a high school diploma, technical school training in printing and on the job training

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $147 |

## WHERE TO GET MORE INFORMATION

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1301

1302

JOB TITLE:

SURVEYOR, ASSISTANT

The primary task of the surveyor is to determine the precise measurements and locations of elevations, points, lines and contours on the earth's surface.

D.O.T.

018.188 or
018.687

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Walk over rough ground carrying heavy equipment
Good vision
Do complicated mathematical computations and measurements, be precise and careful with equipment
Draw neat diagrams and maps

### You should prefer to:

Work inside

### You should know that:

Surveyors sometimes have to work long hours during the summer
This is an active and sometimes strenuous job

## ON THE JOB

A surveyor is a skilled worker who measures and locates elevations, points, lines and contours on the earth's surface. A surveyor works with a team of people who assist in measuring and operating special equipment. Surveyors often specialize in certain types of surveys such as highway surveys, land surveys and topographic surveys. Surveyors use delicate, complicated instruments and mathematic formulas. They often have to make reports and draw detailed charts and maps.

**JOB TITLE:** SURVEYOR ASSISTANT

**D.O.T.**

018.687

## THINGS TO THINK ABOUT

### Job Characteristics

Good exercise without hard labor
Being outside in the summer
Bad weather
Insects' bites
Sunburn

### Advancement:

Surveyor helper to surveyer helper
Party chief or surveyor

### Related occupations:

Geodesist
Photogrammetrist

## PREPARATION AND TRAINING

A high school education is required for entrance to this field. High school courses in algebra, geometry, trigonometry, calculus, drafting and mechanical drawing would be very helpful. To become a skilled surveyor, extensive on the job training and courses in surveying are necessary.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $111 |

## WHERE TO GET MORE INFORMATION

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8/76

# NewHampshire VIEW

Vital Information for Education and Work

| JOB TITLE: | | D.O.T. |
|---|---|---|
| SOLDERER | A solderer solders together components of metal products on the production line. | 814.884 |

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Work confidently with tools and soldering gear
Perform basic soldering procedures quickly

### You should prefer to:

Work as part of a production team.
Work on many diverse and intricate items.

### You should know that:

Your work is expected to be of consistently high quality.
You will have to perform your work quickly to maintain the rhythm of the production line.

## ON THE JOB

A solderer solders together components of metal products on production lines using a hand soldering iron and soft solder. A solderer dips the piece into a chemical solution or brushes or powders flux along joints to clean them. Then, the pieces are soldered

**JOB TITLE:** SOLDERER **D.O.T.** 814.884

## THINGS TO THINK ABOUT

### Job Characteristics

Pleasant inside working conditions
This job is part of an assembly process

Job benefits will vary with the employer.

### Advancement:

Soldering instructor
Department supervisor
Soldering inspector

### Related occupations:

Assembler electronics

## PREPARATION AND TRAINING

High school graduate
On the job training is available.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $100 |

## WHERE TO GET MORE INFORMATION

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8/76

**New Hampshire VIEW**
Vital Information for Education and Work

JOB TITLE:

TAPPER OPERATOR

D.O.T.

606.782

A tapper operator sets up and operat the tapping machine which cuts threads on nut and bolt blanks.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Be on your feet much of the day
See well
Work well with your hands
Use hand tools to make exact adjustments

### You should prefer to:

Operate machines
Work inside

### You should know that:

A high school education is usually required
Mechanical aptitude is necessary
You may be required to join a union

## ON THE JOB

A tapper operator sets up and runs one or more automatic tapping machines. These machines cut threads in nut and bolt blanks. Tapper operators install the proper tap for the size of nuts to be cut. They feed the machine with blanks and check to see that the stock is being properly lubricated. With a gauge, they measure the threaded nuts and bolts and change worn taps if they find they are no longer cutting properly.

**JOB TITLE:** TAPPER OPERATOR

**D.O.T.**
606.782

## THINGS TO THINK ABOUT

### Job Characteristics

Light physical labor
Noisy equipment

Job benefits will vary with the employer

### Advancement:

Supervisor
Set up

### Related occupations:

Machine setter
Drill press operator

## PREPARATION AND TRAINING

High school vocational and drafting courses plus on the job training are preparation for this position. The NH Vocational-Technical Colleges at Berlin, Claremont, Laconia, Nashua and Portsmouth offer courses beyond high school in machine tool processes and electro-mechanical drafting.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $108 |

## WHERE TO GET MORE INFORMATION

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8/76

New Hampshire VIEW
Vital Information for Education and Work

**JOB TITLE:**

TAXI DRIVER

**D.O.T.**

913.463

Taxi drivers drive passengers to their destinations and in return are paid a fare which is determined by the distance traveled.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Drive an automobile safely in weather and traffic
Have the patience to sit and wait for long periods of time
Have a good sense of direction and a good memory
Make change correctly
Lift weights up to 50 pounds

**You should prefer to:**

Drive a lot
Have little supervision in your work
Talk to people
Be pleasant

**You should know that:**

You may have to join a union
Courtesy and efficiency are very important as your tips will reflect your service

## ON THE JOB

Taxi drivers drive automobiles transporting passengers to their destination. For this service, they are paid a fee determined by the distance traveled. Usually, they also receive a tip from the passenger. The driver may pick up a passenger or passengers at a taxi stand or at any pick up point indicated. Most taxis are equipped with a radio system for communicating with a main office.

**JOB TITLE:** TAXI DRIVER

**D.O.T.**

913.463

## THINGS TO THINK ABOUT

### Job Characteristics

No formal education required
Meet many kinds of people
Salaries are low and tips are important
Bad weather and rush hour traffic can produce nervous tension for the driver and passenger
Passengers sometimes think they know how to get to their location better than driver so be prepared to meet scores of backseat drivers

### Advancement:

Can start own business
May be promoted to dispatcher in central office

### Related occupations:

Delivery driver
Chauffeur
Bus driver
Hotel driver for guests

## PREPARATION AND TRAINING

Most taxi companies prefer drivers to be at least 21 years old but this is not a requirement. You must have a NH drivers license and a good driving record. Familiarity with the area in which you will be driving is of course quite necessary.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $104 |

## WHERE TO GET MORE INFORMATION

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8/76

# NewHampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

TEACHER, KINDERGARDEN

The kindergarden teacher works with young children. She is important as the first molder of the young child in school.

**D.O.T.**

359.878-022

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Care for the personal needs of children 4 to 6 years old
Have great understanding of many emotions/personalities of children
Organize play, games, snacks and rest periods
Help them to learn to share and wait their turn

### You should prefer to:

Work with young children
Do supervisory work
Work either part or full time
Plan the day's activities in advance

### You should know that:

Every young child is different therefore making special demands on you
It is helpful if you have some musical and artistic talents

## ON THE JOB

You will be in charge of setting up and arranging all activities of a classroom or playroom where small children are cared for and taught.

You will organize games and other activities. You must remember that their attention span will not be more than 20 minute periods.

You are aware of the children's specific needs, toilet training, snack time and first aid for minor injuries such as scratches, etc.

**JOB TITLE:** TEACHER, KINDERGARDEN

**D.O.T.** 359.878-022

## THINGS TO THINK ABOUT

### Job Characteristics

Great responsibility
Understanding of personalities
Stand, walking, playing and reading for example

Job benefits will vary with the employer

### Advancement:

With further study you might become an elementary school principal

### Related occupations:

Sunday School teacher
Teacher in a childrens ward in a hospital
Summer camp counseling

## PREPARATION AND TRAINING

A Bachelors Degree in Education is required for this job. Good experience is obtained by being a scout leader aid, a Sunday School teacher, and so forth. Babysitting jobs also provide good experience for this work.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $110 |

## WHERE TO GET MORE INFORMATION

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8/76

# New Hampshire VIEW

Vital Information for Education and Work

| JOB TITLE: | | D.O.T. |
|---|---|---|
| TELEPHONE EQUIPMENT INSTALLER | A telephone equipment installer installs and services telephone systems on the customer's property. | 822.381 |

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Climb telephone poles
Work well with your hands
Distinguish colors
Follow instructions
Be courteous to your customers

### You should prefer to:

Have contact with the public
Have an active job requiring driving from place to place

### You should know that:

You may be required to join a union
Qualifying aptitude tests are usually given

## ON THE JOB

Telephone equipment installer do installations of telephones and telephone systems. They travel from job to job in a truck equipped with tools and supplies. When customers move or request new types of service, installers disconnect or relocate and adjust existing equipment. Besides doing work on equipment inside buildings, installers often must connect or replace service wires to outside poles or nearby buildings.

**JOB TITLE:** TELEPHONE EQUIPMENT INSTALLER

**D.O.T.**

822.381

## THINGS TO THINK ABOUT

### Job Characteristics

Interesting, varied work
Meet many people
Freedom on the job
Must often work outside in all kinds of weather

### Advancement:

Key equipment installer
PBX repairer
PBX installer
Supervisor

### Related occupations:

Telephone repairer
PBX installer or repairer

## PREPARATION AND TRAINING

Telephone companies hire inexperienced persons and train them. Both classroom instruction and on the job training are given new employees for several weeks. Then, the new installer works with an experienced installer for a while. Training in new developments and changes in the industry continue throughout an installer's career. A high school diploma is usually required.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $117 |

## WHERE TO GET MORE INFORMATION

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NewHampshire VIEW
Vital Information for Education and Work

**JOB TITLE:**

**D.O.T.**

TELEPHONE OPERATOR

235.862

Telephone operators work at a switchboard where they assist people in making phone calls and obtain necessary information to put through calls.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Sit for long periods of time
Work quickly with your hands
See and hear well and speak clearly
Be patient, courteous and persistent
Work quickly under pressure, remember series of numbers

**You should prefer to:**

Help people
Work in an office-like atmosphere
Talk to people

**You should know that:**

Work is usually set up in shifts

## ON THE JOB

Telephone operators work at a switchboard where they make connections with and between callers through the operation of plugs, keys and dials and by listening and speaking into their headsets. The operator makes the necessary connections and records information for billing purposes. Reversing charges, locating phone numbers and providing information about the costs of calls are other things an operator does. An operator may also sometimes have to make emergency calls to the Police, Fire Department or hospital.

**JOB TITLE:** TELEPHONE OPERATOR

**D.O.T.**

## THINGS TO THINK ABOUT

### Job Characteristics

Clean, pleasant work
A public service position

Job benefits will vary with the employer

### Advancement:

Central office supervisor
Chief operator

### Related occupations:

Switchboard operator, other than telephone company
Chief operator
Office Manager

## PREPARATION AND TRAINING

High school graduation is expected of those applying for telephone operators position.

High school experience in dramatics, debate or public speaking will help develop the voice of prospective operators.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $104 |

## WHERE TO GET MORE INFORMATION

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**New Hampshire VIEW**
Vital Information for Education and Work

**JOB TITLE:**

TELEVISION CABLE LINE MAINTAINER

A television cable line maintainer has three areas in which they can work: construction, installation and maintenance.

**D.O.T.**
821.281

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Get along with people
Climb poles (using hooks or ladders)
Work with your hands
Use electrical handtools
Adjust to repetitive work

### You should prefer to:

Work with electrical power
Follow instructions
Work in hazardous working conditions in some cases

### You should know that:

There are many systems in the State of New Hampshire
There are correspondence courses available

## ON THE JOB

Television cable line maintainers and repair cable carrying television signals to private homes or apartments and connects cable to receiver in the customer's dwelling. In order for the line maintainers to work in all kinds of weather and be willing to work with electricity. The line maintainer will be expected to know all three phases of the job. They will be trained on the job to understand its three phases: construction, installation and maintenance.

**JOB TITLE:** TELEVISION CABLE LINE MAINTAINER

**D.O.T.** 821.281

## THINGS TO THINK ABOUT

### Job Characteristics

Must be able to meet and get along with the public
Ability to climb
Ability to learn electricity
Good physical health that will permit one to work in all kinds of weather

Job benefits will vary with the employer

### Advancement:

Television repairer
Own your own TV shop

### Related occupations:

Tower erector
Other TV work

## PREPARATION AND TRAINING

A background in electrical work is helpful for this job. On the job training is usual in this type of work. While being a high school graduate is not necessary, it will be most important if one is advance in this field.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $124 |

## WHERE TO GET MORE INFORMATION

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1333

8/76

1334

NewHampshire VIEW
Vital Information for Education and Work

**JOB TITLE:**

TESTER, ELECTRONIC COMPONENTS

**D.O.T.**

726.687

All electronic components tester uses various meters to test and inspect parts and finished electronic equipment.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Work within prescribed standards and specifications
Have an aptitude for mechanical work
Work carefully with your hands
Possess good hand-eye coordination
Read and translate schematic drawings

### You should prefer to:

"Tinker" with radios, motors to see what makes them run
"Trouble shoot" or track down malfunctions

### You should know that:

The job requires a great deal of patience
A worker must possess disciplined work habits, dependability and honesty
Most companies require the applicant pass an aptitude test

## ON THE JOB

Electronic testers check wire routing and electrical connections as well as circuit assembly, etching, plating, painting and labeling.

Testers in plants manufacturing spacecraft, missiles and computers, test, adjust, and align circuits and systems. Technicians or testers in computer companies help keep automatic equipment running smoothly, fixing malfunctions as they are discovered.

In research and development, testers help an engineer design and construct experimental models and then conduct performance tests. The electronic component tester must be able to work from schematic drawings to select, connect and test various parts.

1335

1336

**JOB TITLE:** TESTER, ELECTRONIC COMPONENTS

D.O.T.

726.687

## THINGS TO THINK ABOUT

### Job Characteristics

An employee usually works in modern, well-lighted and ventilated plants
Work may require standing on your feet for many operations while many other tasks may be done at a bench
Often plants are very noisy
Operation of high speed machine tools and inspecting equipment may be hazardous
Workers may be required to wear protective clothing and goggles

### Advancement:

Within the electronics field

### Related occupations:

Electronics assembler
Inspector, components
Electrician research

## PREPARATION AND TRAINING

Many workers learn on the job training and related classes which some companies provide for their workers. However, to qualify as an electronic technician (system tester) one would need further training at a technical institute or a community college.

Area vocational schools in NH with electronic programs include: Berlin, Dover, Milford, Contoocook Valley Regional. All post secondary level can receive training for the field of electronics at Concord, Manchester, Nashua.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $111 |

## WHERE TO GET MORE INFORMATION

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New Hampshire VIEW
Vital Information for Education and Work

**JOB TITLE:**

TIME KEEPER

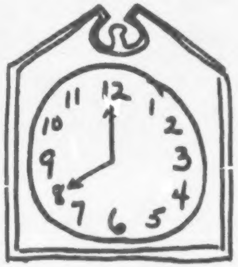
The time keeper's job is one of posting master schedules and making out the payroll.

**D.O.T.**

219.388

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?



## TO GET THE JOB

### You should be able to:

Do mathematics
Keep records accurately
Work with others

### You should prefer to:

Work with figures

### You should know that:

Filing and posting information from one form to another involves clerical and statistical work. In a larger company, you might have a clerical staff to assist you.

## ON THE JOB

The time keeper's job is one that involves keeping track of many things. Time keepers have such responsibilities as keeping daily records of the arrival and departure of employees, their time sheets and computing the total time worked by the employees. Another part of the job is calculating the time worked and units produced by piecework and bonus units. This is a job where you must be dependable as well as accurate in your work. You should know about the various jobs which employees perform. The responsibilities of the job will vary depending upon the company by whom you are employed.

**JOB TITLE:** TIME KEEPER **D.O.T.** 219.388

## THINGS TO THINK ABOUT

### Job Characteristics

Working with figures
Inside, detailed work

Job benefits will vary with the employer.

### Advancement:

Bookkeeper
More responsibility with a larger company

### Related occupations:

Payroll clerk
General clerk

## PREPARATION AND TRAINING

The job does not require a high school diploma. However, in order to advance in this field, an education is important. It involves common sense. Simple arithmetic and fractions. The training period on the job ranges from 30 days to 3 months.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $98 |

## WHERE TO GET MORE INFORMATION

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New Hampshire VIEW
Vital Information for Education and Work

JOB TITLE:

TIRE RECAPPER

A tire recapper tends a machine which recaps tires.

D.O.T.

559.885

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Lift fairly heavy weights
Stand for long periods of time
Do strenuous labor

### You should prefer to:

Work inside
Work at a machine

### You should know that:

You'll need a strong back.

## ON THE JOB

A tire recapper inspects each tire casing to see wether or not it is worth recapping. This person prepares tires for recapping by buffing them with a power buffer. The tire recapper then attaches a new tread to the buffed surface using a brush or spray gun to apply rubber cement and a hand roller to press on the tread. The mold which vulcanizes the tread to the tire and molds the tread design is also operated by the tire recapper.

**JOB TITLE:** TIRE RECAPPER **D.O.T.** 559.885

## THINGS TO THINK ABOUT

### Job Characteristics

Strenuous work
Unpleasant odors
Steady work

Job benefits will vary with the employer.

### Advancement:

Retread inspector
Supervisor

### Related occupations:

Mold operator
Tire technician

## PREPARATION AND TRAINING

Training is provided on the job. A person must be strong in order to do this work. Some mechanical background is helpful. There are no educational requirements but preference is given to high school graduates with courses in shop and mechanics.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $121 |

## WHERE TO GET MORE INFORMATION

SEE YOUR SCHOOL COUNSELOR
OCCUPATIONAL OUTLOOK HANDBOOK

THE DEPARTMENT OF EMPLOYMENT SECURITY OFFICE NEAREST YOU.

Front of this book (Other sources of information).

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8/76

# New Hampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

TOLL COLLECTOR

A toll collector collects tolls from people using bridges, highways, tunnels and ferries.

**D.O.T.**

211.468

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Stand for long periods of time
Make change accurately and quickly
Keep accurate records
Be responsible for large amounts of money

### You should prefer to:

Do routine work

### You should know that:

This is a state job.
You may have to work the evening and night shift.

## ON THE JOB

Toll collectors stand in a booth and collect tolls from passing vehicles. They may work on bridges and highways or they may collect tolls for passage on ferries or through tunnels. They may sell coupon books or round trip tickets. At the end of their shift, they must tally their cash and record it.

**JOB TITLE:** TOLL COLLECTOR **D.O.T.** 211.468

## THINGS TO THINK ABOUT

**Job Characteristics**

Not very strenuous
Responsibility of handling money

**Advancement:**

Supervisor

**Related occupations:**

Cashier

## PREPARATION AND TRAINING

A high school diploma is required for this job. You may have to take a state test. On the job training is given.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $101 |

## WHERE TO GET MORE INFORMATION

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8/76

**New Hampshire VIEW**
Vital Information for Education and Work

JOB TITLE:

TOOLMAKER (machine shop)

A toolmaker fabricates, alters and repairs a range of tools including experimental and sample parts and components.

D.O.T.

601.280

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Use a wide range of machinery
Work from sketches, blueprints and verbal instructions
Plan and lay out production operations
Fabricate complex assemblies
Make necessary math calculations

### You should prefer to:

Work with machines
Enjoy design and experimental projects

### You should know that:

This job requires much knowledge, experience and developed skills.

## ON THE JOB

Tool makers study the product design of the tool and plan the sequence of production operations. They apply their knowledge of design, shop math, metal properties, lay out, machining and assembly methods. They set up and operate lathes, milling machines, shapers and grinders in the process of making the desired product. All of these machines require skill to adjust and operate. Toolmakers also use various hand tools such as files, scrapers, vises and wrenches in their work. They use such measuring equipment as micrometers, height gauges and guage blocks to check the product to see if it meets specifications. Toolmakers sometimes modify and redesign tools, drawing up sketches and plans for the production of a new design.

**JOB TITLE:** TOOLMAKER (machine shop) **D.O.T.** 601.280

## THINGS TO THINK ABOUT

### Job Characteristics

Interesting and varied work
Good working conditions
A little dirt and oil
Not too strenuous

Job benefits will vary with the employer.

### Advancement:

Product designer
Product researcher

### Related occupations:

Other machine shop work
Product designer or researcher

## PREPARATION AND TRAINING

This job requires much experience and knowledge in the field of metal working. A high school course in metal working, machine shop, arithmetic, drafting and mechanics is good preparation. Additional training in the NH Vo-Tech Colleges is necessary. Usually a toolmaker has at least 5 years experience in addition to the school program before being considered qualified.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $137 |

## WHERE TO GET MORE INFORMATION

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8/76

New Hampshire VIEW
Vital Information for Education and Work

JOB TITLE:

D.O.T.

TOY ASSEMBLER, PLASTICS

A toy assembler puts together plastic toys.

731.887

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Work fast and efficiently
Be mechanically inclined
Follow directions
Work at the same job without being bored

### You should prefer to:

Work at a steady pace doing repetious work
Be willing to do a variety of assembly jobs when necessary

### You should know that:

Workers must maintain a steady pace on an assembly line.
The pace of the assembly line will depend on the complexity of the operation.

## ON THE JOB

A toy assembler may put parts of a plastic toy together in several different ways. Some parts are snapped together. Other parts are put into a jig to hold them together after heat, cement or some kind of fastener is applied. Different people or only one person may be involved in the operation.

The assembler may be required to arrange a variety of parts to be packaged for sale and assembly by the customer. Examples of this include model ships and planes. The installation of moving parts and/or motors into toys may be one of the jobs performed.

**JOB TITLE:** TOY ASSEMBLER, PLASTICS **D.O.T.** 731.887

## THINGS TO THINK ABOUT

### Job Characteristics

A steady production line pace must be maintained.

Job benefits will vary with the employer.

### Advancement:

Final assembler
Inspector
Supervisor

### Related occupations:

Any assembly work

## PREPARATION AND TRAINING

A high school diploma is not required for this job. However, in order to advance in this field, an education is important. The main requirements for this job are good eyesight, dexterity and the ability to read and follow directions. On the job training is provided.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $104 |

## WHERE TO GET MORE INFORMATION

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8/76

# New Hampshire VIEW

Vital Information for Education and Work

JOB TITLE:

## TRACTOR TRAILER TRUCK DRIVER

Tractor trailer truck drivers usually operate large, expensive carriers over long distances.

D.O.T.

904.883

### DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

### TO GET THE JOB

**You should be able to:**

Sit for long periods of time
Remain alert during frequently monotonous driving conditions
Judge speed and distance
See and hear well
Be away from home for more than a week at a time

**You should prefer to:**

Pay attention to details
Spend much of your time alone
Take responsibility (a truck and contents are frequently worth over $100,000)

**You should know that:**

You must have at least one year's driving experience.
You must have a commercial license.

### ON THE JOB

Truck drivers generally operate gasoline or diesel powered tractor trailers which are large and expensive. The drivers often drive long distances through the night. They spend most of their time in actual driving often only supervising the loading and unloading of the cargo.

The truck driver must back up big trailers to the loading platform. This requires the ability to maneuver the trailer in reverse. The driver must be able to judge distance accurately as the truck goes around corners, through narrow passageways and down busy streets. Safe driving practices are of utmost importance.

The US Dept. of Transportation regulations require drivers to inspect their trucks before and after every trip.

**JOB TITLE:** TRACTOR TRAILER TRUCK DRIVER

**D.O.T.** 904.883

## THINGS TO THINK ABOUT

### Job Characteristics

Work about 50 hours per week
Work inside and outside the truck in all kinds of weather
A considerable amount of time is spent away from home
Work is often heavy and dirty

Job benefits will vary with the employer.

### Advancement:

Limited advancement to position of safety supervisor, driver supervisor or dispatcher
Routes with higher earnings (seniority basis assignment)

### Related occupations:

Local truck driver
Intercity bus driver
Local transit bus driver
Heavy truck driver

## PREPARATION AND TRAINING

A high school education is desirable but many companies employ workers with 2 years of education. You must be 18. Drivers usually enter this job after having driven smaller trucks. The methods of training vary with employers. Some companies have formal tests and training programs. Others team a new driver with an experienced one. A small number of private school offer truck driving courses. Some truck drivers gain training and experience while in the military service.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40-50 | $104 |

## WHERE TO GET MORE INFORMATION

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8/76

# New Hampshire VIEW

Vital Information for Education and Work

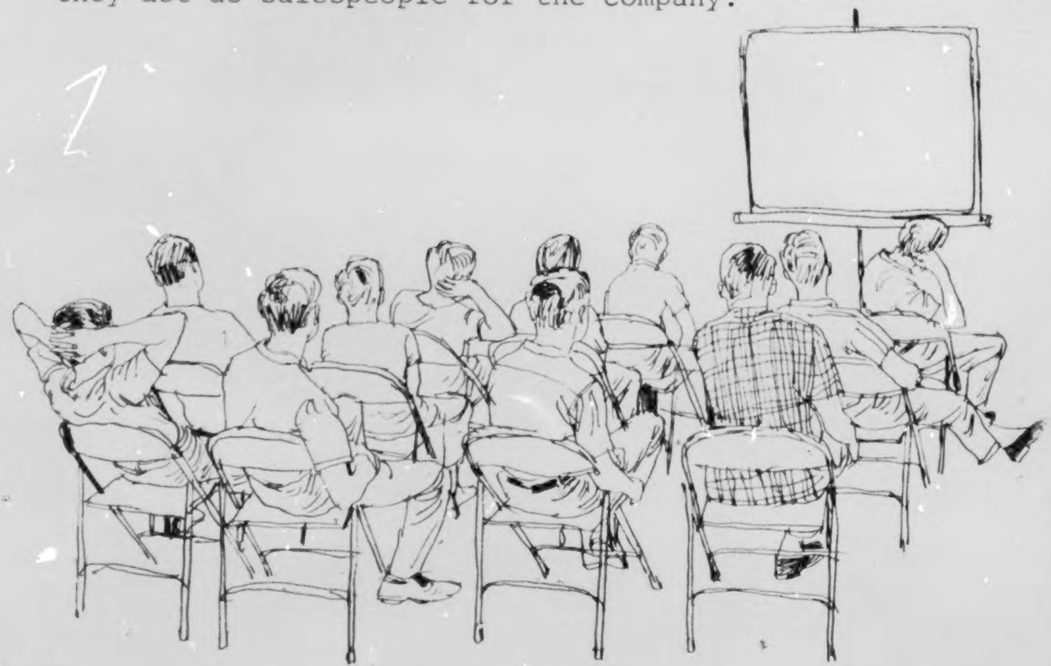
JOB TITLE:

D.O.T.

TRAFFIC AGENT (MOTOR, RAILROAD, AIR, WATER)

A traffic agent is a representative of of a transportation company. As such, they act as salespeople for the company.

255.258



## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Speak in a pleasing, friendly voice
Speak in front of groups of people
Express yourself well
Have ability as a salesperson

### You should prefer to:

Do sales work
Work with people

### You should know that:

You will work as a company representative.
You may work on an incentive (commission) basis.

## ON THE JOB

Traffic agents work as sales representatives for a transportation company. Their job is to attract business for the company. This may be freight or passengers. They may do this by contacting people who are possible customers to give them information about the company, its rates, schedules and routes. If the traffic agents represent a passenger carrying transport company, they may speak to groups and show travel films.

JOB TITLE: TRAFFIC AGENT, (MOTOR,RAILROAD,AIR, WATER)

D.O.T.

255.258

## THINGS TO THINK ABOUT

### Job Characteristics

A satisfying job working with people
Dealing with customer dissatisfaction and complaints
Opportunity to meet people

Job benefits will vary with the employer

### Advancement:

Regional office manager
Company supervisor of agents

### Related occupations:

Travel agent
Transport company representative in an airport or railroad station

## PREPARATION AND TRAINING

Again, a high school education may not be required to enter this job, but those who have the most education will probably advance more rapidly.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $121 |

## WHERE TO GET MORE INFORMATION

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JOB TITLE:

D.O.T.

TRASH AND GARBAGE COLLECTOR

A trash collector collects refuse in a truck and takes it to the landfill or incinerator.

929.887

**DO YOU KNOW**

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

**TO GET THE JOB**

You should be able to:

Lift heavy objects
Be physically active all day
May drive a truck
Work well with others

You should prefer to:

Work outside
Do physical labor

You should know that:

You may be required to join a union.

**ON THE JOB**

Trash collectors may work for a city run service or a private company. They drive around in trucks used for picking up and delivering trash to the dump. They usually work in teams of 2 or 3 and follow a set route. They stop and pick up the rubbish and dump it into the truck. When the truck is full, they take the load to the disposal site and after emptying their truck, continue the route.

**JOB TITLE:** TRASH AND GARBAGE COLLECTOR

**D.O.T.** 929.887

## THINGS TO THINK ABOUT

### Job Characteristics

Heavy work
Exposed to dirt and odors
Must work in all weather conditions

Job benefits will vary with the employer.

### Advancement:

Supervisor

### Related occupations:

Highway road crew
Other pick up or delivery jobs

## PREPARATION AND TRAINING

A high school diploma is not necessary for this job. On the job training is given.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $108 |

## WHERE TO GET MORE INFORMATION

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8/76

# NewHampshire VIEW

Vital Information for Education and Work

JOB TITLE:

D.O.T.

TREE SURGEON HELPER

409.884

If you prefer working outdoors, one of the jobs you could consider is that of the tree surgeon helper.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Do some heavy lifting and carrying
Not be afraid of heights
Use power tools
Follow instruction carefully

### You should prefer to:

Work outside
Work with nature

### You should know that:

You may have to have a drivers license
Demand may be affected by seasons

## ON THE JOB

A tree surgeon helper assists a tree surgeon in the care and maintenance of trees. They may spray, prune, fertilize and cut down trees. Using shears and a pruning saw, they may remove dead or diseased limbs. Some digging and cutting down of trees with a handsaw or power saw is required.

**JOB TITLE:** TREE SURGEON HELPER

**D.O.T.** 409.884

## THINGS TO THINK ABOUT

### Job Characteristics

Exposed to all weather conditions
Good exercise
Job provides variety in work and location
Occasional work in disaster areas such as floods and hurricanes

Job benefits vary with the employer

### Advancement:

Skilled tree surgeon
Start own business

### Related occupations:

Tree trimming and ground work
Line clearance for telephone/public service poles

## PREPARATION AND TRAINING

On the job training is available. A high school background with courses in physical science, agriculture, chemistry and shop is helpful.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $114 |

## WHERE TO GET MORE INFORMATION

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New Hampshire VIEW
Vital Information for Education and Work

**JOB TITLE:**

TRUCK DRIVER, HEAVY

**D.O.T.**

905.883

If you enjoy driving and traveling, perhaps you would be interested in heavy truck driving. A heavy truck driver drives tractor trailer trucks and heavy trucks transporting goods over the roads.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Sit for long periods of time
See and hear well
Be a safe driver in all weather and traffic conditions
Follow directions and instructions

### You should prefer to:

Be on the move a great deal of the time, often spending days away from home
Have a job driving
Work with little supervision

### You should know that:

You must maintain a good driving record
You must keep a schedule and be on time
You may have to join a union

## ON THE JOB

Tractor trailer drivers are on the road most of their working time. Some drivers help with loading but others only drive. Some runs are sleeper runs with two dirvers. They may travel for 100 hours with two drivers alternating (drive a relay trip.) At the end of their day, another driver takes over.

The heavy truck driver carries a great deal of responsibility. Some drive equipment costing over $60,000. The value of the load may run over $100,000 and some cargoes are perishable. There is also the responsibility of being a driver on the road. Many heavy truck drivers drive construction trucks, oil tankers, milk tankers and other large stucks in local areas.

**JOB TITLE:** TRUCK DRIVER, HEAVY

**D.O.T.**

905.883

## THINGS TO THINK ABOUT

### Job Characteristics

Steady - well paying job
On long trips company may pay for food and lodging
Lots of travel
Driving can be very fatiguing

Job benefits will vary with the employer

### Advancement:

Driver supervisor
Safety supervisor
Dispatcher

### Related occupations:

Transportation work
Route supervisor

## PREPARATION AND TRAINING

Some companies require a written examination and a physical examination. The driver of heavy truck will need a regular NH driver's license and a heavy commercial license. Drivers will be given on the job training. Experience in driving of heavy military vehicles is helpful to the applicant.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $153 |

## WHERE TO GET MORE INFORMATION

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JOB TITLE:

# TRUCK DRIVER, LIGHT

D.O.T.

906.883

A light truck driver drives a truck on short hauls between nearby cities and towns or on longer runs.

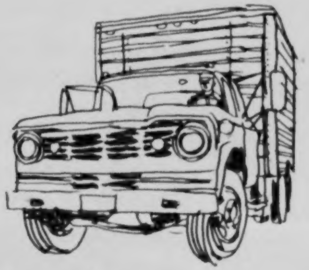
## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Sit for long periods of time
See and hear well
Follow directions and instructions
Be a safe driver in all weather and traffic conditions



### You should prefer to:

Have a job driving
Work with little supervision

### You should know that:

You may have to join a union
You may have to work on a tight schedule

## ON THE JOB

Light truck drivers transport goods from specified places such as stores, warehouses, factories and railroad yards to their destinations. Many light truck drivers are employed by department stores, laundries, grocery chains, construction companies or any type of business that requires transportation of goods and materials. Many drivers may have to load and unload their trucks, collect money and give receipts. They may keep simple records of deliveries and destinations. There is considerable responsibility in this job as the value of the truck and contents may be considerable.

**JOB TITLE:** TRUCK DRIVER, LIGHT

**D.O.T.** 906.883

## THINGS TO THINK ABOUT

### Job Characteristics

Pays well, steady work
May have to do some heavy lifting
Sit a lot
Driving can be very tiring

Job benefits will vary with the employer

### Advancement:

Supervisor
Dispatcher
Terminal manager
Start own business

### Related occupations:

Heavy truck driver
Route man
Transporaation driving

## PREPARATION AND TRAINING

The driver of a light truck will need a regular New Hampshire driver's license and a light commercial license. A high school graduate is preferred but not required. Helpful high school subjects include automotive mechanics, driver's education, record keeping and a general course of studies. Training in truck driving in the armed forces is helpful. Most drivers are given onthe job training.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $140 |

## WHERE TO GET MORE INFORMATION

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JOB TITLE:

TURNER

The job of the turner involves the turning of bags, toys, clothing and other material right side out.

D.O.T.

789.887

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Have good eye-hand coordination
Work well with hands and fingers

### You should prefer to:

Work inside
Work on piece work production

### You should know that:

May involve noise and vibration of machines

## ON THE JOB

A turner turns things right out either by machine or by hand. The machine pulls the article to be turned downward over a lower vertical rod holding device and folds the end of the article or part over end of rod. The depress pedal then closes the jaws of the holding device and pulls the article upward, over upper rod, to reverse it.

Most articles are reversed by hand.

**JOB TITLE:** TURNER

**D.O.T.**

789.887

## THINGS TO THINK ABOUT

### Job Characteristics

Light lifting
Reaching
Complete use of hands and fingers

Job benefits will vary with the employer

### Advancement:

Machine operator

### Related occupations:

Hand packaging personnel
Bench work jobs

## PREPARATION AND TRAINING

The job involves short demonstrations of the process. A high school diploma is not needed.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $91 |

## WHERE TO GET MORE INFORMATION

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# New Hampshire VIEW

Vital Information for Education and Work

JOB TITLE:

TWISTER TENDER

D.O.T.

681.885

The twister tender operates the twister machine which makes asbestos thread or yarn.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Be quick with your hands
Don't miss anything with your eyes
Stand for a long time
Follow instructions

### You should prefer to:

Indoor work
Work with machines

### You should know that:

This job is paid by piece work
You may have to join a union

## ON THE JOB

Twister machines twist together strands of material to form yarn or thread. Twister tenders keeps the machine loaded with an adequate supply of material, thread machine and keep a close watch on the operating machine to detect any breaks in the material. They repair breaks with splicing fluid and tie broken ends by hand. They may keep simple records of production.

**JOB TITLE:** TWISTER TENDER

**D.O.T.** 681.885

## THINGS TO THINK ABOUT

**Job Characteristics**

Working conditions may be dusty
Steady employment after training

Job benefits will vary with the employer

**Advancement:**

Machine inspector
Supervisor

**Related occupations:**

Any machine tending job

## PREPARATION AND TRAINING

On the job training is provided. There are no educational requirements but a high school graduate with courses in shop will be preferred by employers.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $114 |

## WHERE TO GET MORE INFORMATION

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8/76

**NewHampshire VIEW**
Vital Information for Education and Work

JOB TITLE:

D.O.T.

641.886

# TUBE MACHINE OPERATOR HELPER

The helper assists the tube making operator with the machine that forms paper into bags.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Lift up to 50 pounds maximum
Work well with your hands
Follow directions
Be dependable and work efficiently

### You should prefer to:

Work indoors
Work with others
Work with machinery and hand tools

### You should know that:

You must be at least 18 years old
You may be required to join a union

## ON THE JOB

The tube machine operator helper assists the tube maker to run the tube making machine. The machine forms paper into paper bags. The helper inserts a shaft into the core of the paper roll, then using hand tools centers the roll with steel collars. The roll is then electrically hoisted up onto the machine. The next step is to splice the new roll to the old one using tape. Then, the helper assists in threading the machine and making any necessary adjustments. Also, the glue reservoir and glue pump must be clean and full.

JOB TITLE:

TUBE, MACHINE OPERATOR HELPER

D.O.T.

641.886

## THINGS TO THINK ABOUT

### Job Characteristics

Work is not too strenuous
Disagreeable ordors from chemicals
Noise and vibration from machines
May have to work a rotating shift

Job benefits will vary with the employer

### Advancement:

Supervisor
Based on length of employment, work performance and physical condition

### Related occupations:

Other machine tending jobs

## PREPARATION AND TRAINING

The tube machine operator helper will be given on the job training. General mathematics, machine shop courses and a general high school course of studies are recommended.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $121 |

## WHERE TO GET MORE INFORMATION

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**NewHampshire VIEW**
Vital Information for Education and Work

JOB TITLE:

UNDERCOATER

An undercoater sprays a compound of rubber and asphalt onto chassis and underbodies of automobiles and trucks.

D.O.T.
843.887

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Work all day in a standing position with most work performed above your head
Use basic mechanic's tools

### You should prefer to:

Work on trucks or automobiles
Perform a job which protects a customer's investment

### You should know that:

This job may be somewhat messy and dirty.
You will be expected to perform this job according to a recommended procedure using a given amount of materials.

## ON THE JOB

An undercoater sprays a compound of rubber and asphalt onto chassis and underbodies of automobiles and trucks and grease racks to minimize rust and corrosion and to deaden noise. The worker may use tape to mask painted or chromed surfaces to prevent exposure to the undercoating spray. The worker may spray the firewall, underside of the hood and the interior of the trunk compartment.

**JOB TITLE:** UNDERCOATER **D.O.T.** 843.887

## THINGS TO THINK ABOUT

### Job Characteristics

Work is performed inside in well lighted, heated surroundings
Work may be somewhat messy and dirty but is easily cleaned up

Job benefits will vary with the employer.

### Advancement:

Mechanic
Service manager
Proprietor of your own undercoating business

### Related occupations:

Mechanic
Auto body repairer

## PREPARATION AND TRAINING

High school graduate preferred
On the job training is available.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $100 |

## WHERE TO GET MORE INFORMATION

SEE YOUR SCHOOL COUNSELOR
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8/76

JOB TITLE:

D.O.T.

UPHOLSTERER HELPER

780.887

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

See well and tell shade differences in color
Work easily with your hands
Work with great care because you may be working with expensive material and valuable furniture
Follow instructions exactly

### You should prefer to:

Work inside
Work with hand tools

### You should know that:

Upholsterers may specialize in types of work such as car upholstery or assembly line work in a furniture factory

## ON THE JOB

Furniture upholsterers repair and rebuild furniture using hand tools and a sewing machine. They must have a knowledge of fabrics and upholstering of the piece of furniture and replace them. They may replace springs and padding before they recover the article with fabric. Upholsterer helpers assist in many tasks. They may rip off the old coverings, remove tacks and cut fabric. Once the furniture is recovered, ornamental trim such as braid and buttons may be added.

**JOB TITLE:** UPHOLSTERER HELPER

**D.O.T.** 780.887

## THINGS TO THINK ABOUT

**Job Characteristics**

Light physical demands
Customers who change their minds ten times and then still are not satisfied when you are finished

Job benefits will vary with the employer

**Advancement:**

Skilled upholsterers may start their own businesses

**Related occupations:**

Antique reproducer or refinisher
Furniture cleaner
Furniture repairer

## PREPARATION AND TRAINING

While in school, try to find a part-time or summer job working with an upholsterer. This will allow you to decide whether you want to continue in this work after you leave school, and will also give you experience which you can offer to an employer.

Most upholsterers master the trade through on the job training. There are no educational requirements.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $111 |

## WHERE TO GET MORE INFORMATION

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8/76

# New Hampshire VIEW

Vital Information for Education and Work

**JOB TITLE:**

VARI-TYPIST

**D.O.T.**

203.582-014

A vari-typist uses a special typewriter set up with different type styles. This is used mostly for forms and copy.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Proof read with speed and accuracy
Read and spell accurately
Type accurately and rapidly

**You should prefer to:**

Work in a printing and or publishing field
Do layout and set up work

**You should know that:**

This job requires great accuracy and precision
The final job must be acceptable for its purpose in the press run

## ON THE JOB

The vari-typist receives the information with which to produce the final copy. The work involves the typing and layout of stencils, tracing and halftones on direct plates and photo offsets.

The typist must have a working knowledge of various sizes and styles of type fonts. They must be able to determine the size, style of type along with horizontal and vertical spacing.

The ability to run small presses, make proofs of work and make adjustments and corrections is important. In certain jobs it requires that the vari-typist have the knowledge and ability to make up simple art work or decorations to be used on the forms.

**JOB TITLE:** VARI-TYPIST

**D.O.T.**

203.582-014

## THINGS TO THINK ABOUT

### Job Characteristics

Usually clean working conditions
Planning and developing printed information

Job benefits will vary with the employer

### Advancement:

Advancement will depend on the growth of the company and your own ability and ambition

### Related occupations:

Typesetter
Press operator

## PREPARATION AND TRAINING

Vocational printing and courses in art and design will be helpful.
Typing and printing programs at a vocational technical college will be of value.
After studying on the job additional training may be necessary.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $104 |

## WHERE TO GET MORE INFORMATION

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8/76

New Hampshire VIEW
Vital Information for Education and Work

JOB TITLE:

VETERINARY HELPER

D.O.T.

356.874

The veterinary helper works with a licensed veterinarian performing various duties in helping run the practice.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

**You should be able to:**

Stand all day
Lift and put large animals in cages
Work well with people
Work in a hospital atmosphere
Perform clerical duties

**You should prefer to:**

Work with animals
Assume responsibility
Relieve the suffering of animals

**You should know that:**

You must not be afraid of animals
You should be sympathetic and coureous

## ON THE JOB

The veterinary helpers assist the licensed veterinarian in a variety of ways. They prepare animals for surgery, sterilize surgical instruments and be sympathetic toward owners of injured animals. They also wash and clip animals and are expected to clean the kennel area. In additio to working with the animals you will probably be expected to act as a receptionist, answer the telephone and perform typing, filing and related clerical duties.

**JOB TITLE:** VETERINARY HELPER

**D.O.T.**

356.874

## THINGS TO THINK ABOUT

### Job Characteristics

Normally working indoors
Work in a clean work area
Could be scratched or bitten
Picking up animals and placing them in cages

Job benefits will vary with the employer

### Advancement:

Veterinary hospital attendant
laboratory helper

### Related occupations:

Animal keeper
Dog groomer
Kennel keeper

## PREPARATION AND TRAINING

A high school diploma is not required for this job. You may become so interested in this work that you may wish to continue your studies so that you may become a licensed veterinarian.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| | |

## WHERE TO GET MORE INFORMATION

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JOB TITLE:

WAITER AND WAITRESS

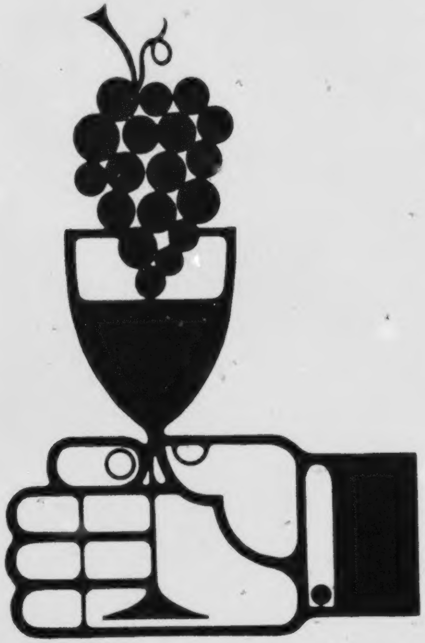
D.O.T.

311.878

If you enjoy contact with the public and unusual working hours, serving food and beverages may be a job you should consider.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?



## TO GET THE JOB

### You should be able to:

Be on your feet for long periods of time
Carry and balance heavy trays
See and hear well, have a steady hand
Be calm, pleasant and friendly when working under pressure

### You should prefer to:

Work with people
Work odd hours

### You should know that:

On the job training is usually provided
In some states, law requires a health certificate

## ON THE JOB

The job of waiting on tables varies greatly depending upon the type of eating establishment. Obviously, the food and service are very different in a quick lunch counter than in a formal dining room. Pay can vary greatly too. You should consider the different demands, advantages and disadvantages of each restaurant before deciding where you want to work.

**JOB TITLE:** WAITER AND WAITRESS

**D.O.T.**

311.878

## THINGS TO THINK ABOUT

### Job Characteristics

Meet many people
Have unusual hours - can be an advantage or a disadvantage
Heavy work
Pay may vary if business is irregular
Business may be seasonal

### Advancement:

Experienced waiter or waitress with good training may advance to a position in a fine restaurant where the tips are larger

### Related occupations:

Hostess of a diningroom
Maitre d' hotel
Bus boy
Car hop
Bar maid

## PREPARATION AND TRAINING

High school courses in home economics will be valuable.

No formal school work beyond high school is required. Many waiters and waitresses have not found it necessary to finish high school. However, if you are interested in the food industry and working your way up in it, a high school diploma will help.

The NH Vocational Technical College at Berlin offers a program in culinary arts and related courses.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $95 plus tips |

## WHERE TO GET MORE INFORMATION

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8/76

# New Hampshire VIEW
Vital Information for Education and Work

JOB TITLE:

D.O.T.

WELDER, APPRENTICE

A welder selects the proper method of each job using equipment such as power or gas torches and welding guns.

812.884

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

You should be able to:

Work well with your hands and fingers
Bend, stoop, and work in awkward positions
See and hear well
Work from simple blueprints
Construct and repair metal parts

You should prefer to:

Work with different hand machines
Work with little supervision, follow instructions

You should know that:

The amount of work you do must be reported
You are responsible for the quality of work

## ON THE JOB

Welders usually work on their own using established procedures or mechanical prints with general supervision. They select suitable welding method and material making all necessary adjustments on materials used. They prepare simple holding jigs and clamping arrangements to hold parts during welding operations. Some of the tools used are: gas torches, welding guns, wrenches, files and hammers. They may weld manufactured parts together to produce fabricated cabinets, frames or boxes for production or maintenance. Parts are made of aluminum and steel.

Protective goggles, a helmet and gloves are worn to insure safety.

**JOB TITLE:** WELDER, APPRENTICE

**D.O.T.** 812.884

## THINGS TO THINK ABOUT

### Job Characteristics

You will do a variety of jobs usually at your own pace
Chance for specialization
Usually good wages
Work with others yet have independence
Physically tiring
Machines may be hazardous if not used correctly

### Advancement:

Operate your own welding shop
After you become familiar with certain types of welding, you may specialize in one type
Supervisor

### Related occupations:

Welder fitter
Welder repair
Solderer
Welder

## PREPARATION AND TRAINING

Most welders have had shop courses in high school and in working here and there have picked up a combination of skills that would allow them to do other jobs. Usually they have learned blueprint reading and use tools of other trades easily. Welding skills may be developed in many high school programs.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $104 |

## WHERE TO GET MORE INFORMATION

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JOB TITLE:

D.O.T.

WELTERS, WAX POT TENDERS (FOUNDRY)

A wax pot tender tends pots in which wax is melted for use in lost-wax casting process.

543.885

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Stand for long periods
Do medium lifting
Withstand heat
Work well with your hands

### You should prefer to:

Work inside
Work in a foundry

### You should know that:

You may be requested to join a union.
Safety is very important.

## ON THE JOB

The wax pot tender is responsible for the process of melting wax in pots. They break up and put wax in the melting pots. They adjust the temperature control of the heating unit of the pot to maintain the specified temperature of liquid wax. They dip wax from the melting pot into a receiving pot.

**JOB TITLE:** WELTERS, WAX POT TENDERS (FOUNDRY)

**D.O.T.**
543.885

## THINGS TO THINK ABOUT

### Job Characteristics

Hot working conditions
Some hazards involved in handling hot wax

Job benefits will vary with the employer

### Advancement:

Supervisor
Trainer
Inspector

### Related occupations:

Melter - clerk
Melter - supervisor

## PREPARATION AND TRAINING

There are few educational requirements for this job. Training is provided on the job. Basic high school study is recommended and a knowledge of general math is preferred.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $108 |

## WHERE TO GET MORE INFORMATION

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8/76

# New Hampshire VIEW

Vital Information for Education and Work

JOB TITLE:

WHISKER KINKER

D.O.T.

726.884

A whisker kinker, sometimes known as a semiconductor assembler, assembles semiconductor devices.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

You should be able to:

See well
Have a steady hand
Use your hands to do small operations
Sit for long periods

You should prefer to:

Work inside
Do small assembly work

You should know that:

This is very detailed work

## ON THE JOB

A whisker kinker puts together semiconductor devices such as diodes, rectifiers and transistors. Using tweezers, magnifying lenses and binocular microscopes. They insert and attach parts to the assembly. They may tend equipment which automatically welds, bonds, crimps and fuses parts. They may test finished units for current flow or wave patterns.

**JOB TITLE:** WHISKER, KINKER

**D.O.T.**

726.884

## THINGS TO THINK ABOUT

### Job Characteristics

Clean work
Steady position
May cause eye strain

Job benefits will vary with the employer

### Advancement:

Whisker kinker supervisor

### Related occupations:

Bench assembler

## PREPARATION AND TRAINING

A high school diploma is desirable for this work but not always necessary. Training is given on the job.

The New Hampshire Technical Institute at Concord has a program of courses in electronic engineering technology.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $101 |

## WHERE TO GET MORE INFORMATION

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8/76

# New Hampshire VIEW

Vital Information for Education and Work

JOB TITLE:

WIG MAKER

D.O.T.

739.781

A wig maker lays out, sews and fastens together materials and hair strands to make wigs and transformations.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Blend hair
Sit for long periods of time
Concentrate on what you are doing

### You should prefer to:

Work with hair
Stay in one position as opposed to moving from place to place

### You should know that:

It will be difficult to find anyone who can teach you this trade
It will take you at least three years to learn the basis for this career

## ON THE JOB

The first step in the process is to make a mold of the person's head. Then, the mold is placed on a block. After completing this part of the job, you proceed to build the foundation to fit the block. Next, you work with ribbon or some suitable material to tie the mold on the block. This part of the job requires a great deal of patience since it involves very fine sewing, blending of hair color, different types of parts and using one to three hairs at a time. This procedure is repeated until the job is completed.

**JOB TITLE:** WIG MAKER

**D.O.T.**

739.781

## THINGS TO THINK ABOUT

**Job Characteristics**

Manual dexterity
Good eyes
Patient
Work with people
Cosmotology training is helpful

Job benefits will vary with the employer

**Advancement:**

There is no better position in the profession. You can start your own business

**Related occupations:**

Foundation maker
Ventilator
Fabricator
Manequin-wig maker

## PREPARATION AND TRAINING

A high school education is necessary for this position. You will need to attend a cosmotology school. On the job training, if you can find anyone who will teach you, is excellent.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $98 |

## WHERE TO GET MORE INFORMATION

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JOB TITLE:

WOOD HACKER

A wood hacker prepares wood for processing by removing undesirable portions with hand and power tools.

D.O.T.

569.887

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Do heavy lifting
Use various hand and power tools
Bend, reach and carry
Stand for long periods of time

### You should prefer to:

Do physical labor

### You should know that:

You must be able to keep up a steady pace of work in order to meet production demands.
Safety is very important.

## ON THE JOB

A wood hacker removes bark, spots, knots as well as diseased and decayed portions from logs or blocks of wood. They use an axe, hatchet and portable power saw in their work. They may place finished logs or blocks on a conveyer using a fork lift truck, power crane or chain hoist. This is a position of importance in the industry.

**JOB TITLE:** WOOD HACKER

**D.O.T.** 569.887

## THINGS TO THINK ABOUT

### Job Characteristics

Heavy work
Working conditions may vary
Exposed to noise

Job benefits will vary with the employer.

### Advancement:

To other better paying positions in the industry.

### Related occupations:

Jobs in the paper and pulp and logging industries

## PREPARATION AND TRAINING

There are no particular educational requirements for this job. Excellent physical health is an asset. On the job training is given.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $108 |

## WHERE TO GET MORE INFORMATION

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# New Hampshire VIEW

Vital Information for Education and Work

JOB TITLE:

D.O.T.

WOODS BOSS

A woods boss is in charge of the maintenance and cutting of Christmas trees.

442.138

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Planning work for and directing work crews
Have knowledge of care of Christmas trees
Lay out and supervise the construction of access roads
Have a knowledge of trees and grading

### You should prefer to:

Work outside
Work with others

### You should know that:

You must work to meet specific schedules.

## ON THE JOB

A woods boss directs work crews who prune, thin and cut Christmas trees. They are also responsible for seeing that access roads are built and maintained. A woods boss tours the planted land and estimates the number of marketable trees and makes surveys of tree quality. A woods boss may arrange cutting contracts and plan reconditioning and replanting of cut over areas.

**JOB TITLE:** WOODS BOSS

**D.O.T.** 442.138

## THINGS TO THINK ABOUT

### Job Characteristics

Exposed to all kinds of weather
Good, healthy work

Job benefits will vary with the employer.

### Advancement:

Forest manager

### Related occupations:

Other forest management and nursery jobs

## PREPARATION AND TRAINING

Knowledge and experience in working with Christmas trees is necessary for this job. Some courses in forestry are helpful. Much essential knowledge can be gained through performance of less skilled jobs in this field.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $108 |

## WHERE TO GET MORE INFORMATION

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JOB TITLE:

D.O.T.

WOODWORKER, MACHINE

A machine woodworker operates one or more hand or power fed machines making items for use in industry, institutions and homes.

669.782

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

### You should be able to:

Reach and handle the product with care
Lift and/or carry objects weighing from 25-50 lbs.
Withstand noise from machinery
Work accurately to set measures and standards using guages, square and rule

### You should prefer to:

Follow a routine
Accept instructions and directions from supervisors

### You should know that:

Union membership may be required.
NH state laws require that machine woodworkers be at least 18.

## ON THE JOB

As a woodworker, you will have a chain of jobs beginning with hand or power fed woodworking machines to size, surface or join lumber. You will also be working with different patterns to be cut using calipers and guages. Wood stock must be cut carefully to exact measure.

**JOB TITLE:** WOODWORKER, MACHINE

**D.O.T.**

669.782

## THINGS TO THINK ABOUT

### Job Characteristics

Jobs are usually available
Steady employment
Hazardous work if care is not taken using power equipment

Job benefits will vary with the employer

### Advancement:

Supervisor
Open your own shop

### Related occupations:

Metal sander and finisher
Hardware assembler
Lock man
Table and desk finisher

## PREPARATION AND TRAINING

A high school diploma may not be necessary to enter a job as a machine woodworker. Graduation will increase opportunities for advancement.

On the job training is available.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $108 |

## WHERE TO GET MORE INFORMATION

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8/76

# New Hampshire VIEW

Vital Information for Education and Work

JOB TITLE:

## WOODWORKING SHOP HAND

A woodworking shop hand cuts, inspects, finishes, stores, cleans and ships wood products.

D.O.T.

769.887

### DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

### TO GET THE JOB

**You should be able to:**

Operate all wood cutting machinery safely
Measure with a rule accurately
Work from plans
Lift and carry heavy objects

**You should prefer to:**

Work with your hands
Work inside
Work with wood to produce a product

**You should know that:**

You will be expected to perform a variety of tasks and operate many types of machines.
You may be required to join a union.

### ON THE JOB

A woodworking shop hand performs any combination of the following duties to facilitate cutting, inspecting, finishing, storing, cleaning and shipping wood products. They stack lumber, hammer steel bonds into timbers or railroad ties to prevent splitting, remove nails, fills wood pores, removes paint and lacquer from wood surfaces and trace patterns onto lumber stock as a guide for machine operators. They attach wires onto articles and dip them into vats to coat the piece. They may mar furniture surfaces to simulate antique finishes. They may also apply glue in preparation for covering the piece with material, leather or paper. They may examine and grade the finished product and load or unload materials from railroad cars or trucks.

**JOB TITLE:** WOODWORKING SHOP HAND **D.O.T.** 769.887

## THINGS TO THINK ABOUT

### Job Characteristics

Shop may be somewhat dusty

Job benefits will vary with the employer.

### Advancement:

Woodworking machine operator
Cabinet maker
Shop supervisor

### Related occupations:

Carpenter
Cabinet maker
Lumber mill worker

## PREPARATION AND TRAINING

High school graduate
Course in safe operation of woodworking machinery is advisable

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $96 |

## WHERE TO GET MORE INFORMATION

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8/76

1445

1446

JOB TITLE:

D.O.T.

WRAPPER (furniture factory)

920.887

Protection of furniture in shipping is a must. A wrapper in a furniture factory is responsible for crating and wrapping furniture for shipment.

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB —

### You should be able to:

Lift large pieces of furniture
Crate and pack furniture
Be careful so that the product is not damaged
Use simple hand tools

### You should prefer to:

Work with your hands
Enjoy handling furniture with care

### You should know that:

A factory or business involved in production generally has a demand for wrappers.

## ON THE JOB

Furniture wrappers lift the completed pieces of furniture off the assembly line. They then carefully cover the piece with a padding paper. The paper is secured and the furniture then placed in cartons. The cartons may or may not be crated depending on the size of the piece and its destination. After wrapping and boxing, the piece is sent to the shipping department.

This is a pleasant job for someone who enjoys routine work. It is satisfying to know you have a part in seeing to it that the product your company produces will reach its destination in good condition.

JOB TITLE: WRAPPER (furniture factory) D.O.T. 920.887

## THINGS TO THINK ABOUT

### Job Characteristics

Heavy work
Clean job
Must be careful

Job benefits will vary with the employer.

### Advancement:

Good chance to move to other jobs in the furniture business

### Related occupations:

A wrapper is found in many industries. The skills necessary vary greatly. Meat wrappers and packagers in the paper industry illustrate some of the jobs.

## PREPARATION AND TRAINING

Most employers prefer an employees with a high school diploma. This indicates dependability to them. The wrapping skill required is learned on the job.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $104 |

## WHERE TO GET MORE INFORMATION

SEE YOUR SCHOOL COUNSELOR
OCCUPATIONAL OUTLOOK HANDBOOK

THE DEPARTMENT OF EMPLOYMENT SECURITY OFFICE NEAREST YOU.

Front of this book (Other sources of information).

A Function of the Occupational Education Resource Center, Room 8, Hamilton Smith Hall, UNH, Durham, N.H. Coordinated by the Occupational Education Department at UNH, and funded by the Division of Vocational Technical Education of the State of New Hampshire Department of Education. 8/76

**New Hampshire VIEW**
Vital Information for Education and Work

JOB TITLE:

WRECKER

A wrecker takes down buildings and salvages materials. This is an exciting, noisy job.

D.O.T.
869.884

## DO YOU KNOW

The job requirements?
What high school subjects can help you?
What the job opportunities are in New Hampshire?

## TO GET THE JOB

You should be able to:

Run heavy equipment
Do heavy labor
Work from ladders

You should prefer to:

Work outside
Do heavy physical work

You should know that:

This job exposes one to considerable hazard.

## ON THE JOB

Wreckers are hired to demolish buildings and remove rubble. They may salvage usable materials. They use many kinds of equipment in their work such as sledge hammers, wrecking bars, air hammers, hammer chisels, wheelbarrows, acetylene torches, wrecking balls and bulldozers. They must know something about construction and building techniques as well as structural stresses and forces in order to do their work safely.

**JOB TITLE:** WRECKER

**D.O.T.** 869.884

## THINGS TO THINK ABOUT

### Job Characteristics

Dusty, dirty work
Work in all kinds of weather and other conditions
Very strenuous

Job benefits will vary with the employer.

### Advancement:

Skilled heavy machinery operator

### Related occupations:

Construction work
Road crews

## PREPARATION AND TRAINING

Training is usually done on the job. New employees begin in an unskilled position and as they gain experience, receive more responsibility and a higher salary.

## EARNINGS

| Probable Number of Hours Per Week | Average Weekly Starting Wage |
|---|---|
| 40 | $108 |

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